



Job Description

Quality Assurance Department

Position:	Senior Safety Auditor – CAR Part 139 Aerodromes Services
Department:	Quality Assurance Department
Salary Rate:	GR 8/1 \$43,689 per annum
Term:	3 Years Contract

Position Summary

The Senior Safety Auditor for Civil Aviation Rule (CAR) Part 139 report directly to the Manager Quality Assurance Department through the Principal Safety Auditor.

Duties and Responsibilities

1. Conducting internal safety inspections, spot-checks, surveys and follow-ups in accordance with the QAD annual schedule of oversight and surveillance works for CAR Part 139 on Aerodrome Department and report to Principal Safety Auditor
2. Conducting Compliance Audit for CAR Part 139 Aerodrome Services with occupational safety and health legislations and submit reports of findings and recommendation to the Manager for onward review of Management.
3. Planning of surveillance work programs for the continual safety compliance of the SAA with applicable Civil Aviation Rules Part 139.
4. Support in the establishment, implementation and oversight of practical safety preventative maintenance program.
5. Conducting of regular and periodic staff training and surveillance obligations including induction of new recruit's specifics for Aerodrome Services.
6. Report to the Principal Safety Auditor of any new or bending safety risks and hazardous incidents and/or occurrences.
7. Conducting investigation of serious employee non-compliances with applicable legislations, procedures and practices.
8. Updating and review of safety maintenance procedures and records and ensure all documentations are in compliance and various reporting requirements (internal/external).
9. Assist External Compliance Auditors for Aerodrome Operation audits including follow-ups of recommended corrective actions.

SELECTION CRITERIA

1. Hold a relevant Tertiary qualification OR related technical qualification from a recognized/accredited training/licensing institution **(Essential)**
2. Mastery knowledge of all aviation aerodrome safety legislations applicable to the SAA **(Essential)**
3. Possess an extensive background in aerodrome safety auditing with a mastery level knowledge of applicable auditing protocols, procedures and processes **(Essential)**
4. Minimum of (3) years of relevant aerodrome operation work experience. **(Essential)**
5. Demonstrated ability to write and submit timely quality reports, detailing issues, findings and quality resolutions for Management review and consideration. **(Highly Desirable)**
6. Internal and external auditing experience within a Government Public Trading Body **(Desirable)**
7. Demonstrated team-player qualities and experience in staff supervision and technical leadership. **(Desirable)**