



## **JOB TITLE: FLIGHT DISPATCH OFFICERS – (2 POSTS )**

### **JOB VACANCY**

Precision Air Services Plc is a fast growing private Tanzanian airline which operates in Partnership with Kenya Airways, with its strategies to expand wings beyond East Africa and Africa.

To provide, prepare and brief pilots with timely, adequate, updated flight documentations and relevant information in compliance with the conditions and limitations specified in the AOC to ensure the safe conduct of flights Maintain and compile correct operational data into CRANE to achieve safe and accurate flight watch

**POSITION: FLIGHT DISPATCH OFFICERS – (2 POSTS )**

**REPORTS TO: FLIGHT DISPATCH SUPERVISOR**

**DUTY STATION: DAR ES SALAAM.**

**ROLE PURPOSE STATEMENT:**

#### **Key Accountabilities/ Responsibilities:**

##### **v Deliverables:**

- Prepare process and provide all updated dispatch documentation and information for the readiness of flight crew briefings.
- Provide timely briefing to the flight crew, in conformity with Company policy and Civil Aviation Regulations for the safe operation of the flights.
- Provide Aeronautical Information Service (AIS) and meteorological pre-flight briefing for all crews departing from the base and other stations where applicable

- Advise Load Control on any payload status on the sector(s) to be flown to maximize payload.
- File all ATS flight plans with the relevant Civil Aviation Authorities and communicate any changes thereof in good time following legal requirements.
- Monitor all assigned aircraft for restrictive Operational MEL/CDL and plan flights considering the restrictions in consultation with the MCC.
- Ensure implementation of safety, security and emergency standards at all times
- Assist in making the final decision, which must necessarily be based on the best compromise solution taking account of all pertinent factors.
- In the event of an emergency, initiate the applicable procedures contained Operations Manual
- Provide metrological information to aircraft in-flight when required for safe flight operations.
- Furnish the pilot-in-command while in flight, by appropriate means, with information that may be necessary for the safe conduct of the flight.
- Update operations documentation, manuals, and charts to keep them on the current status following Company Policy and Civil Aviation Authorities requirements.
- Ensure orderliness and cleanliness of Operations Control Centre to maintain a conducive working environment.
- Compile and compute flight progress status in CRANE to maintain correct flight information.
- Keep sufficient flight watch and monitor flight progress following Operational Manual.
- Action all Emails for efficient safe operations.
- Operate radios VHF, HF to establish effective communications with ground staff and aircrafts

### **Behavioral Competencies:**

- o Excellent interpersonal and communication skills
- o Be able to demonstrate creativity and innovation while being able to maintain a high level of accuracy
- o Be able to work under pressure on their initiative

### **Key Performance Indicators:**

- o Appraisals
- o Achieved Key Result Areas
- o Customer survey/feedback
- o Frequency, content, and analysis from scheduled audits

- o Up-to-date in-flight quality and safety conformance database
- o Quality Reports and feedback
- o Audit findings compliance verification report
- o Summaries and recommendations for change.
- o Compliance with industry practices

### **Qualifications:**

- o Education:
  - A-level standard.
  - Leadership and communication skills
  - Organizational, planning, and analytical skills
  - Communication Skills

### **Professional Qualification:**

- Valid Flight Operation License issued by Authority
- Ability to respond quickly to changes
- Computer literate
- Must be proficient in the English Language
- Team Player

### **Experience:**

- Must have worked in flight Dispatch/Operations Control for at least 2 years.
- Valid Flight Operation License issued by Authority
- Ability to respond quickly to changes
- Computer literate
- Must be proficient in the English Language
  - Team Player
  - High level of analytical skills

### **Other Experience:**

- Type-specific training
- CRM, SMS, AVSEC, DGR, Firefighting
- Excellent communication and interpersonal skills

Closing Date: **Not later than 09<sup>th</sup> December 2022**

### **Mode of Application:**

If you feel you meet the above requirements please send your application and CV to the address below. Only short-listed applicants will be contacted.

**Head of Human Resources and Administration**

**Precision Air Services Plc**

**Mail Box 70770**

**Dar es Salaam**

**Tanzania**

**E-mail: [pwrecruit@precisionairtz.com](mailto:pwrecruit@precisionairtz.com)**