

Vacancy Bulletin

February 2010

OPERATIONS DIRECTOR

Based in Nairobi, Kenya this person will be responsible for overseeing and managing the Operations department. The job holder will be required to ensure the safe and efficient organisation and scheduling of MAF aircrew and aircraft; ensure that the operations comply with applicable standards, legislation and safety policies; manage the performance and development of the Operations team and develop partnerships with service providers. The successful applicant will be a holder of a Commercial Pilots Licence or ATPL. Applicants who have had exposure to the aviation industry would be preferred. Flexibility, service orientation, concern for standards and good communication skills are a requirement of this post along with experience of having worked in a management capacity.

CHIEF ENGINEER

Responsible for the management of the aviation maintenance team and the overall maintenance operation. The post-holder must be able to demonstrate extensive aviation maintenance experience, have management or supervisory training or experience, plus the competencies necessary to take on this leadership role. Duties will include maintenance operation budgeting, hangar and stock control, certification of aircraft and supervision of other aviation maintenance staff.

- 1 position based in Chad. An FAA A&P certificate with a current Inspection Authorization is the best licensing option for Chad. Otherwise, Type Ratings for all applicable airframes and engines are required. Chad is a French speaking country.
- 1 position based in Madagascar. Madagascar is a French speaking country.

EXPERIENCED ENGINEER

An International Civil Aviation Organisation (ICAO) based aviation maintenance licence is the minimum licensing requirement for all aviation maintenance vacancies. The post-holder must be able to demonstrate practical aviation maintenance experience. They will work closely with the Chief Engineer as a part of the maintenance team working on single piston and/or turbine engine aircraft. Duties include performing aircraft maintenance in accordance with appropriate standards and practices, supporting the effective performance and development of the aviation maintenance team and completing certification and documentation of work as required.

- 1 position based in Dodoma, Tanzania.

AVIONICS ENGINEERS

Based in Nairobi, Kenya the post-holder will need to be a line-experienced licenced avionics engineer preferably holding British or other European licences.





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Once accepted for International Service, MAF is able to assist in the conversion of existing licenses to ensure our technical standards are met.

REGIONAL OPERATIONS MANAGER

Based in Ashford, UK the post-holder will be responsible for delivering MAF's purpose, vision, strategic priorities and annual objectives within the Africa region for all aspects of operational programme management.

This person will undertake the overall management of the programmes in the Africa region and undertake strategic leadership in conjunction with the CEO. Responsibilities include ensuring that MAF's activities have an impact in places of greatest need; ensuring a safe, legal, efficient and reliable operation; ensuring the financial and human resource management of the programmes and to further develop the work of MAF.

The successful applicant will have extensive leadership and senior level management experience within a charity and have worked within aviation or related field. Experience of cross-cultural management and of living and working in a developing country is essential, as is demonstrated ability of building and maintaining good relationships with all levels of the organisation along with excellent communication skills. Aptitude in verbal, numerical and abstract reasoning is crucial.

The deadline for applications is 12th Feb 2010 with assessments taking place during the first half of March. Applicants need to send a CV (including two professional referees of which one should be the current line manager) and a covering letter of no longer than one side of typed A4. The letter should address (i) why you would like the role and (ii) what you think you can bring to the role. Please e-mail your CV and covering letter to Gillian Withell at gillian.withell@maf.org.

PROGRAMME MANAGER

The post-holder will be involved in managing the operational services offered to customers working in areas of need. Demonstrated ability of successful leadership and/or management of a multi-cultural team is essential along with good communication and interpersonal skills. Experience of service in Africa or Asia is preferred.

- 1 position of Programme Manager based in Tanzania.



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BASE MANAGER

Based in Dar es Salaam, Tanzania, this person will be responsible for the management and smooth running of MAF operations in Dar es Salaam. The Base Manager is responsible for ensuring excellent service provision in the areas of logistics and flight operations; managing the Dar office – including staff, finances and facilities; and developing relationships and liaising with partners and service users. The post-holder will have responsibility for ensuring service delivery meets the needs of MAF's partners and service users. The successful candidate will have team management experience and/or project management experience involving working with others, excellent customer service and ideally some experience of financial management. Experience of working in a developing country is preferred, along with experience of having worked in aviation or a related field.

FINANCE MANAGER

This person will be responsible for providing effective financial management including budgeting, reporting and performance monitoring and to maintain customer and staff accounts. The management and training of national staff is also an important part of this position. The role would ideally suit a qualified accountant who is experienced in financial management.

- 1 position of Finance Manager based in Kampala, Uganda.

BASE ADMINISTRATOR

This is a complex and varied role providing a high level administration service for the base in Juba, Sudan, initially for a two year period. The post-holder will be responsible for providing human resources and finance support; assisting with flight operations; and providing regular communication updates and news for funding project proposals. The role will include assisting with the recruitment and selection of local staff, designing and delivering training, overseeing the finances of the base and maintaining an effective system of flight bookings.

The successful candidate will have extensive experience of administration at an advanced level and ideally with some experience of providing HR and/or finance support. The applicant will enjoy working with different cultures, possess a proactive attitude along with good communication skills and logical thinking. Experience of living and working in Africa or Asia is preferred.

If you are a current member of staff and are interested in applying for any of these positions, please contact your Programme / Support Department Manager.

If you are an enquirer, please contact your local MAF National Group or if you do not know their details then please contact MAF Africa Region on info@maf-europe.org or Tel. +44 (0) 1233 895553.

Please note that all roles require individuals to raise personal financial support.



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TEACHERS

Haven of Peace Academy, an international Christian school overlooking the Indian Ocean in Dar es Salaam, Tanzania, has urgent needs for the 2009/2010 school year:

- **Secondary art teacher: Latest start date 6 January 2010**
- **Secondary physics or maths teacher capable of teaching these subjects through grade 12: start date ASAP**

For the 2010/2011 school year several positions are open:

- **Primary Principal**
- **Secondary Geography Teacher**
- **Secondary Science Teacher**
- **Secondary ESL Teacher (part time)**
- **Secondary Mathematics Teacher**
- **Secondary History Teacher**
- **Secondary Computer Science Teacher**
- **Secondary Economics Teacher**

If interested in learning more about the school and these openings, explore HOPACs website at www.hopac.net and/or email the Personnel Coordinator at personnel@hopac.net for more information.

Canon Andrea Mwaka School, a local Christian Primary and Secondary School in Dodoma, Tanzania with the following openings for 2008/2009 school year:

- **Early Years Centre: Manager and Trainer (as soon as possible)**
- **Lower/Junior Primary (start July 2009)** Either Reception or Standard/Year One. The teacher should have a strong literacy focus.
- **Middle Primary (start July 2009)** - Standard 3 or 4.
- **Upper Primary/Intermediate (start July 2009)** - Key Stage 3/Intermediate level. Students at this level have specialist teachers for about half of their programme.
- **Secondary Teacher (start July 2009)** - Teaching British Curriculum secondary up to 'O' levels. The teacher should be competent in teaching at least two subjects, any two of Mathematics, Geography, Science, English.

For further information please contact admin@cams.ac.tz or explore their website www.cams.ac.tz

Heritage International School is an international Christian school located in Kampala, Uganda and currently has several openings for the 2008/2009 school year including elementary and secondary school teachers. For further information please refer to their website www.heritageinternationalschool.org or contact the Principal at principal@heritageinternationalschool.org for more information.

MAF is solely advertising the above teaching positions and successful candidates will be employed directly by the schools. Any interested enquirers should contact the schools directly for further details of the available posts.