



• GATEWAY TO THE REST OF AFRICA •

THE GATEWAY AIRPORTS AUTHORITY LIMITED (GAAL) a provincially owned business enterprise responsible for managing Polokwane International Airport, invites applications from suitable qualified and experienced candidates for appointment of permanent positions to the following challenging positions:

INTERNAL AND EXTERNAL ADVERTISEMENT

SENIOR OPERATIONS MANAGER

REF NO: SOP: 01/2021

This position will report to the Chief Executive Officer.

Total remuneration package is from **R 933 127 TO R1 160 037 (CTC)** Negotiable.

Qualifications and experience required: • Relevant four - year degree or equivalent coupled with a strong aviation background • Any person with Airport Operations management experience together with the required qualifications will have an advantage • Extensive senior management experience • A minimum of six years' experience in an aviation environment as an operations manager.

Competence and/or skills required: • The successful candidate must have an in-depth knowledge of airside operations, airside safety standards, ICAO annexure 14. Must have extensive knowledge of SACAA rules and regulations as well as airport emergency and security procedures, applicable aviation legislation, national key points, occupational health and safety, environmental management, airside security requirements and strategic planning. • Knowledge of aviation security policies, practices, procedures, and techniques • Sound Human Resource and Financial management skills • Customer focus • Excellent planner • Good problem-solving skills • Good interpersonal skills and communication skills • High level of integrity, trust and be a team player.

Key responsibilities for this position are as follows:

• Maintain a safe and secure airport environment in accordance with national and international aviation security standards and practices • Provide aviation security service by the implementation of counter measures resulting from threat analysis ensuring optimal functioning of electric security equipment and systems, contingency and emergency plan activation, • Improve customer service

COMPANY SECRETARY

REF NO: CS:02/2021

This position will report to the Board of directors and the Chief Executive Officer. Total remuneration package is **R 734 903 TO R 909 048 (CTC)** Negotiable.

Qualifications and experience required: • An appropriate BA or B Proc LLB degree or equivalent • Admission as an Attorney or Advocate will be an advantage • Commercial Law or Chartered Governance Institute of Southern Africa qualification will be an added advantage. • A minimum of 8 years' related working experience with legal related matters. • Good knowledge of corporate governance and compliance prescripts and relevant legislation, including public sector legislation.

Competence and/or skills required: • Excellent oral and written communication skills • Excellent presentation skills • Strong commitment to professional and client service excellence • Ability to work under pressure • Knowledge of PFMA Act, King III Code of Good Governance, and other service legislation • Company Secretariat and governance practice qualification • Strong commitment to professionalism and client service • Valid driver's licence.

Key responsibilities for the position are as follows:

• Provide strategic direction, monitor, manage and control the function of the legal service division • Provide guidance to the Board on legal matters • Responsible for the full Company Secretariat function for the whole Board • Provide legal opinion with regards to legal matters • Draft and manage contracts entered into between the company and stakeholders • Allocate work and manage performance of external attorneys involved in projects or any other legal matters affecting the company • Ensure that the organisational policies, procedures and practices, principles of good corporate governance and regulatory requirements contribute to the maintenance of good organisational reputation • Provide labour relations advice

levels •Implementation and management of quality management systems and ensure compliance with the quality management systems benchmark •Ensure stakeholder compliance to security standards and processes by liaising with all relevant security stakeholders •Ensure that human capital planning and development is consistent with SACAA requirements and the coordination of Performance Management Systems of the division. Report requirements include Annual Report, Corporate Plan, Annual Performance Plan, Risk Management Plan and reports to the provincial legislature •Sound human resource skills by ensuring compliance with Human Resources Policies and Procedures •Sound financial management by ensuring compliance to PFMA and Treasury regulations •The management and control of GAAL assets and portrayal of a positive company image •Fluent in English , courteous and must be familiar with Aviation Security, dangerous goods and Risk Management within airport management.

•Sound ability to interpret statutes • Performing such other functions, duties or work as may reasonably be delegated or assigned from time to time by the employer. • Preparation and coordination of the Annual Report, Corporate Plan, Annual Performance Plan, Risk Management Plan and Reports to the provincial legislature.

CHIEF FINANCIAL OFFICER

REF NO: CFO:03/2021

This position report to the Chief Executive Officer. Total remuneration is **R 1 141 865 TO R1 160 037 (CTC)** Negotiable.

Qualifications and experience required: • BCom degree or a recognised 4 years' qualification in Finance and Accounting • NQF level 8 qualification or equivalent. • A minimum of 8 years' related working experience. • Minimum of 6 years senior and executive management experience as well as experience in finance. • CA(SA) qualification or equivalent is an added advantage. • Registration with a professional body will be an added advantage.

Competencies and/ or skills required: •Financial turnaround strategist with a proven track record of clean audits •• At least 6 years' senior management experience in a financial and accounting environment •Experience in strategic planning, supply chain management and its practice notes, financial management, GAAP, developing and implementing accounting and budgeting policies, prescripts and procedures •Extensive knowledge of the application of the Public Finance Management Act and Treasury Regulations, 1999 (as amended), Preferential Procurement Policy Framework Act, 2000 and related legislative frameworks •A valid driver's licence • Computer (MS Office) literacy •Prepared to work under pressure •A mature person with the ability to maintain sound interpersonal relations at a senior level

Key responsibilities for the position are as follows:

CHIEF QUALITY OFFICER

REF NO: CQO:04/2021

This position reports to the Operations Manager. Remuneration: **R 318 451 TO R 508 482 (CTC)** Negotiable.

Qualifications and experience required: •Grade 12 • Diploma in Management of Aviation Quality and Service; Audit and Quality Control. • Must have at least 5years experience in Aviation Quality Management. • Experience in Airport Quality management will be an added advantage.

Competence and/or skills required: • Knowledge and understanding of Airport Quality Management • Understanding of Airport Operations • Familiar with airport Audit and Quality Control; • Knowledge of CAR regulation • Knowledge of Quality Assurance Policy & Procedure according to SA-CATS- ASTO 109.02.3 • Interpersonal skills • Organisational skills • Diligence • Time management • Multi-tasking • Confidentiality • Communication skills (written and verbal) • Problem solving skills • Accountability and good ethical conduct • Ability to work under pressure • Proficiency with MS Word, Excel & PowerPoint • Knowledge of different ICAO Annexures.

Key responsibilities for this position are as follows:

• Ensure the smooth running and management of the department • Ensure compliance with all SACAA regulations on Quality matters • Assist in Updating and Implementation of Airport Safety Management Systems (SMS) manual; Aerodrome Operations Manual • Representation of the company in all SACAA audits inspections • Ensure that training and development of personnel is executed.

Direct the organisation in terms of budget, revenue and expenditure, financial administration, including supply chain management, financial planning, management and accounting systems • Support the Chief Executive Officer and Senior Managers •Support the Board and the Committees •Manage the relationship with the Department of Roads and Transport, Provincial Treasury and the Auditor General •Establish and manage pertinent structures of governance in improving effective and efficient financial statements and other reports according to GAAP. •Implement the pertinent policies and guidelines of the organisation •Implement the performance and development practices and guidelines of GAAL •Maintaining internal and accounting controls •Manage and maintain all Information Technology activities of the organisation. •Develop financial risk management strategies and financial plans in line with the strategy and vision of the company •Provide strategic direction in terms of cash flows, borrowing and investment management. •Present financial plans and budgets to the Executive Committee and the Board. •Ensure ongoing compliance in terms of financial and tax related matters.

CHIEF ACCOUNTANT

REF NO:CA: 05/2021

This position reports to the Chief Financial Officer. Remuneration: **R 470 448 TO R 675 968 (CTC)** Negotiable.

Requirements: •A recognised 3 years tertiary qualification in Finance or Accounting •At least 3 years' experience in a financial and accounting environment •Experience in financial management and the implementation of Accounting and budgeting policies, prescripts and procedures •Knowledge of the application of the IFRS, IAS, VAT Act, PFMA and Treasury Regulations •A valid driver's licence • Computer (MS Office) literacy •Extensive knowledge of Pastel Evolution •Prepared to work under pressure •A mature person with the ability to maintain sound interpersonal relations

Key responsibilities for the position are as follows: • Produce monthly management reports• Perform monthly reconciliations • Perform variance analysis between budget and actual • Assist in the preparations of annual budget • Review assets reconciliations on a monthly basis • Perform VAT reconciliations and prepare VAT returns• Perform debtors and creditors reconciliations on a monthly basis • Perform salary reconciliations on a monthly basis • Prepare quarterly management reports • Prepare AFS as per treasury templates and South African GAAP •Ensure on going compliance in terms of financial and tax related matters.

CHIEF SECURITY OFFICER

REF NO: CAVSECO:06/2021

This position reports to the Operations Manager. Remuneration: **R 318 451 TO R 508 482 (CTC)** Negotiable.

Qualifications and experience required: •Grade 12 • PSIRA Grade A • National Key Point Certificate. • Diploma in Senior Management in Civil Aviation Security •Must have at least 5years experience in Airport Security Management.

Competence and/or skills required: •Knowledge and understanding of Airport Security Management • Understanding of Airport Operations • Familiar with Airport Security Plan (ASP) • National Aviation Security Programme (NASP) • Annexure 17 • Part 110 & Part 109 •Interpersonal skills • Organisational skills • Diligence • Time management • Multi-tasking• Confidentiality • Communication skills (written and verbal)• Problem solving skills • Accountability and good ethical conduct • Ability to work under pressure • Proficiency with MS Word, Excel & PowerPoint

Key responsibilities for this position are as follows: • Ensure the smooth running and management of the department • Ensure compliance with all SACAA regulations on security matters • Updating and Implementation of Airport Security Plan (ASP) manual• Ensuring that Standard Operating Procedures (SOP) manuals are updated and

	<p>implemented • Ensure that LASC meetings sits as per ICAO requirements • Ensuring that Aerodrome Emergency exercises and evacuation drills are conducted as per the ICAO requirements • Representation of the company in all SACAA audits inspections • Ensure that training and development of personnel is executed. . Management of National Key Point aspects and ensure compliant with its standards.</p>
<p style="text-align: center;">ELECTRICIAN TECHNICIAN REF NO:ET:07/2021</p> <p>This position reports to Operations Manager. Remuneration: R 318 451 TO R 508 482 (CTC) Negotiable.</p> <p>Qualifications and experience required: •Grade 12 • Diploma in Electrical qualification • Qualified electrician technician • Code 10 drivers' licence• Must have at least 4 years' experience in an Airport Environment.</p> <p>Competence and/or skills required: • Certified to operate with High Current and Low Current Electricity • multi-tasking • Confidentiality • Communication skills (written and verbal) • Problem solving skills • Accountability and good ethical conduct • Ability to work under pressure•</p> <p>Key responsibilities for this position are as follows: • •Ensure the smooth running of the electricity of the airport. Experience in fault finding, preventative and corrective maintenance • Computer Literacy • Experience in the use of diagnostics equipment will be a strong recommendation. •Must be prepared to work and perform standby duties •Time management</p>	<p style="text-align: center;">CHIEF SAFETY OFFICER REF NO: CSO:08/2021</p> <p>This position reports to the Operations Manager/ Chief Executive Officer. Remuneration: R 318 451 TO R 508 482 (CTC) Negotiable.</p> <p>Qualifications and experience required: •Grade 12 • Diploma in Safety Management System for Civil Aviation Advanced Safety Management systems, Emergency Planning and Response for Airport. Must have at least 5 years' experience in Airport Safety Management.</p> <p>Competence and/or skills required: • Knowledge and understanding of Airport Safety Management• Understanding of Airport Operations • Familiar with airport fire and rescue, Civil and Electrical infrastructure;• Knowledge of Annexure 14 • Interpersonal skills • Organisational skills • Diligence • Time management • Multi-tasking• Confidentiality • Communication skills (written and verbal)• Problem solving skills • Accountability and good ethical conduct • Ability to work under pressure • Proficiency with MS Word, Excel & PowerPoint.</p> <p>Key responsibilities for this position are as follows: • Ensure the smooth running and management of the department • Ensure compliance with all SACAA regulations on Quality matters • Assist in Updating and Implementation of Airport Safety Management Systems (SMS) manual; Ensure that Safety committee meetings sits as per ICAO requirements. Representation of the company in all SACAA audits inspections • Ensure that training and development of personnel is executed.</p>
<p style="text-align: center;">REVENUE AND EXPENDITURE MANAGER REF NO: REM:09/2021</p> <p>This position reports to the Chief Financial Officer: Remuneration: R 587 698 TO R 804 141 (CTC) Negotiable.</p> <p>Qualifications and experience required: • BCom degree in accounting or relevant qualification majoring in Accounting at NQF level 6. At least a minimum of 6 years' experience in public finance which 4 years are in managerial level. • Chartered Accountant will be an added advantage.</p>	<p style="text-align: center;">AVIATION SECURITY SUPERVISOR REF NO: AVSECS:10/2021</p> <p>This position reports to the Operations Manager: Remuneration: R 321 819 TO R 372 256.68 per Annum Excluding benefits.</p> <p>Competence and/or skills required: •The candidate must be in possession of a Grade 12 certificate or equivalent prior learning and three years' experience doing similar tasks, based on the job requirements, •A formal qualification preferably in a security management environment will be advantageous •Grade A, Current Certified as AVSEC screener</p>

Key responsibilities for the position are as follows:

• Preparation of the financial statement and other reports according to GAAP. Preparation of the outstanding VAT returns and attend to audit enquiries • Prepare general ledger for audit readiness purpose • Checking and balancing the monthly bank reconciliation. • Provide Audit Committee of the Board assurance regarding the quality of information that underlies the Company's financial statements • Interact with internal and external audit team and provide necessary information when needed.

Competencies and/ or skills required:

• Knowledge of Pastel Accounting system • Extensive knowledge of the application of the Public Finance Management Act and Treasury Regulations, 1999 (as amended), Preferential Procurement Policy Framework Act, 2000 and related legislative frameworks • A valid driver's licence • Computer (MS Office) literacy • Prepared to work under pressure • A mature person with the ability to maintain sound interpersonal relations at a senior level.

by SACAA and PSIRA registration, National Key point Certificate and Driver's Licence would be an advantage • People management role. • Good communication skills, fluency in English with a basic report writing ability • Three years' experience within a front-line or client services orientated position • Basic computer skills are essential • Solid knowledge in Contract Security Management • Solid Stakeholder Management experience • Working knowledge of Permit Office operations admin • X-Ray interpretation and screening • Certification training is compulsory in terms of the requirements SACAA regulations • No criminal record • Compliance with the security clearance.

• This position calls for an individual who is approachable with strong customer focus that will be able to work in highly pressurized environment • The candidate must possess a high level of integrity, trust, and excellent interpersonal skills as well as team player qualities • The candidate must be creative, have perseverance and be able to deal with conflict.

Key responsibilities for this position are as follows:

• Ensure proper access and egress control in accordance with crew and permit holder and boarding pass procedures for specific security purposes • Supervise and manage all employees within the shift • Supervise the Contract Security Company, attend to all LASC meetings during his/her shift and responsible for minutes taking in such meetings. Ensure smooth running of the shift • Through searching of hand luggage and passengers, to ensure that no prohibited items are taken on board, the aircraft or into the restricted area, and be compliant with ICAO and SACAA requirements • Operate x-ray equipment, monitor and interpret images to identify threats • Use of explosive trace detection equipment or other security aids to sample passengers and baggage, with the view of neutralising threats • Adhere to all security standard operating procedures within the security departments and follow commands • Support all airport emergency procedures as required.

Interested candidates must send their covering letter, comprehensive CV, certified copies of qualifications, ID document and driver's license to: The Human Resources Manager, **Gateway Airports Authority Limited**, P.O. Box 1309, **POLOKWANE** 0700, Or Hand Delivery to: Registry Office at GAAL Old Terminal Building, Landross Maree Street, Gateway Weg, Polokwane, 0699. **Faxed or E-Mailed applications will not be considered.**

Enquiries: Mr. M. Mankga / Faith Moropana (087) 291 1074/ (087) 291 1060 : Closing date : 30th November 2021

NB. Applicants should consider their applications as unsuccessful if no response is received within two months of the closing date. A Successful candidate will be subjected to probity before engagement to determine suitability.

THE **GATEWAY AIRPORTS AUTHORITY LIMITED** is an equal opportunity and affirmative action employer and to this extent conducts targeted recruitment for previously disadvantaged individuals.

The Employment Equity of GAAL will apply in filling these positions. To this extend, we encourage all races and also people with disabilities to apply. **GAAL reserves the right not to fill an advertised position.**