



• 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 to the following challenging positions:

EXTERNAL ADVERTS

**CHIEF FINANCIAL ACCOUNTANT
REF NO: CFA:01/2025**

This position reports to the Chief Financial Officer.

Remuneration: R 774 322.66 to R 800 000,00 Total Costs to Company.

Qualifications and experience required: • BCom degree in accounting or relevant qualification majoring in Accounting at NQF level 6, as well as completion of articles. At least a minimum of 5 years finance and accounting experience in the public sector.

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

Key responsibilities for the position are as follows

- Preparation of the annual financial statements in accordance with GRAP and ensure timely submission in line with PFMA
- Ensure adequate fixed assets management in accordance with GRAP. •Ensure that all supporting documents and reconciliations to the AFS are available for audits. • Develop, monitor and maintain GAAL annual financial plan. • Monitor and report on revenue collection versus budget/forecasted figures. •Maintain a balanced operational budget versus actual spend. •Ensure compliance to PFMA. •Ensure all financial practices in GAAL comply to GRAP. •Ensure accurate financial reporting monthly. Implement corrective action to remedy discrepancies. •Report monthly on debtors and creditors reconciliations to the CFO. •Ensure compliance to the VAT Act, Income Tax Act and Employees Tax (PAYE). Submit Monthly SARS Statutory deductions i.e. PAYE and VAT. Manage Staff morale and motivation. Assess performance as required. •Deal with disciplinary matters. •Prepare and consolidate the annual Budget. •Assist other divisions in compiling the Budget. •Monitor Budget monthly. • Prepare MTEF quarterly. Prepare treasury reports monthly. •Assist the CFO with Audit responses. Assist other Divisions on RFI response. •Review the responses before submission.

**IT TECHNICIAN
REF: ITT 02/2025**

This position reports to the ICT Manager.

Remuneration: R 365 250 to R 442 555 Per Annum excluding benefits (Housing allowance, Pension and Medical Aid)

Requirements and Technical Competence /or skills

required: • A minimum of a National Diploma (NQF Level 06) in Information and Communication Technology or equivalent qualification. • Certificate in A+, N+, MCCE, MCITP or MCTS, ITIL will be an added advantage. • Basic knowledge of Microsoft 365 and Azure Security, Open source, Cybersecurity and/or Cloud Services will be an added advantage • A three (3) years proven work experience in information and communication technology • Strong technical skills and Experience in Microsoft Operating Systems, maintaining physical and virtual (on Microsoft Azure platform) infrastructure (servers, storage, networks). • Knowledge of networks administration (WAN/LAN), switches, network cabling and wireless devices (Experience in designing and implementing network subnets and VLAN's, Access lists, Firewalls, Disaster Recovery and Conducting Data Backups, Secure Virtual Private Networks and Network Security). • Knowledge of telecommunications infrastructure and unified communications • Basic experience in Active Directory Architecture, Active Directory Infrastructure, Understanding of Active Directory security concepts and IT Security Solutions in Azure. Fundamental network knowledge. • Familiarity with Azure automation Experience in LAN and WAN technology and protocols • In depth knowledge and understanding of server and Security devices management. Valid code 08/EB driver's license is essential.

Skills and Competencies: • Excellent communication, and Interpersonal skills. • Good customer relations (client orientation and customer focus). • System development skills. • Time management skills. • Analytical and problem-solving skills. • Knowledge in IT support services, desktop/hardware platforms, Windows OS, M365, Microsoft Office 365 and Apple iOS. • Must be knowledgeable in the functions of a service/helpdesk environment. • Ability to document and troubleshoot errors. •

Monitoring, Creative Thinking, Technical Proficiency, Self-Management, Team Management, Conflict Management, Knowledge Management and Project Management. • Reporting Processes and Systems, Presentation and Writing skills, Diversity Management and Change Management related to IT duties. • Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity and Innovation, Applied Strategic Thinking, & Service Delivery Innovation, Decision Making and Professionalism.

Key responsibilities for the position are as follows: Provide 1st line support • Configuring of servers, computers, laptops and printers • Troubleshooting hardware, network connection and software issues • Provide technical support to the voice and data integration networks and unified messaging • Ensure that user's equipment and software in the department are kept up to date, to keep abreast with new technology • Installations and updates of the latest anti-virus software, patches and fixes on the servers as well as users' computers • Ensure that internet security, network security and physical security measures are taken against malicious harm and theft • Assist with cybersecurity administration tasks, Support the adoption and implementation of the Cyber Security Strategy and Frameworks. • Assist with ICT audits, create and enforce security policies, ensuring compliance with all cybersecurity regulations • Implement and Monitor Disaster Recovery, ensure that effective backups and back-up strategies are implemented • Configuration and management of DHCP, DNS, domain controllers, Firewalls and all server related duties • Monitor the CCTV Cameras, Biometric Systems and Telecommunications (VOIP) and X-ray machines • Ensure that all software's are fully licensed and upgraded/renew software license as and when required • Deploy and manage Active Directory Services in on-premises and cloud environments • Manage windows servers and workloads in a hybrid environment, storage and file services • Manage virtual machines and containers, implement, and manage an on-premises and hybrid networking infrastructure • Implement, manage, and monitor a Microsoft Azure environment • Compile and maintain an electronic software library • Compile and Update register of all ICT assets (Laptops, Desktops, Printers, Consumables, Server Equipment, Biometric Devices, X-Ray Machines, CCTV cameras, IT systems etc.) of the company • Allocation of ICT assets (Computers, Printers, Computer peripherals etc) • Assist ICT Manager with tasks as allocated, secretariat function at ICT meetings • Conduct and coordinate IT operational meetings and reporting • Participate in the implementation and report on IT and related projects at operational level

CHIEF FIRE OFFICER – (1 POSITION)
REF NO.: CFO: 03/2025

This position reports to the Operations Manager

Remuneration: R 587 763 – R 700 000. Total Costs to Company.

Minimum Qualifications and experience required:

The following skills and experience or the equivalent of such, will be required:

- Higher certificate NQF 5 Fire and Rescue Essential
- Diploma NQF 6 Fire and rescue recommended.
- Fire fighter level 2, first aid level 3
- 4 years operational fire and rescue experience essential
- 2 years supervisory experience essential
- Code 10 or above required.
- Intermediate MS office skills required.

Competence and/or skills required

- Good Public relations
- Effective communication and interpersonal skills
- Prepared to work under pressure.
- Computer Literacy
- Qualified Instructor
- Certificate to offer recognized internal training
- Experience in use of all firefighting equipment and extinguishers media and airport experience

The following skills will be an added advantage:

- Advanced fire prevention • Fire investigations. • Registered or eligible to be registered as Peace Officer • Ambulance emergency assistant • Advanced risk management, health, and safety • Command and control skills. • Overall multi-disciplinary incident management • No criminal record – clearance certificate must be submitted

Key responsibilities for the position are as follows:

SUPERVISION AND CONTROL AIRPORT AREA • Supervising Airport firefighting and disaster management section • Rendering efficient and sustainable firefighting and disaster management services • Supervising and coordinating fire-fighting readiness and operations and enforcement of legislation regarding fire prevention and events management to ensure compliance. • Supervising and coordinating process for recovery of costs for fire and disaster services • Coordinating and supervising firefighting and disaster relief operations • Monitoring fitness of operational staff • Monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel and report such deviations to the Manager: Protection Services • Monitoring monthly performance of section • Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate supervisor for additional resources • Keeping staff informed of new developments, legislation, policies, guidelines and circulars. • Investigate workplace conflict/ misconduct and report to Manager: Protection Services for consideration of disciplinary action. • Defining skills gap and training needs for consideration by direct superior and inclusion skills plan. • Management of leave / sick leave • Controlling of overtime/ time off for overtime worked/ shift system. • Compiling of duty rosters

OPERATIONAL MANAGEMENT – FIRE AND DISASTERS Manage the Aerodrome Rescue and Fire Fighting Services (ARFFS) Department in Conformance to the International Civil Aviation Organization (ICAO) standards and recommended practices, the South African Civil Aviation Authority (SACAA) technical standards and to South African Legislation.

Manage ARFFS compliance to Safety, Health and Environmental (SHE) legislation. Manage and maintain a high standard of aircraft operational safety on the airfield. Ensure all AEMS stakeholders (Internal/External) are trained in roles and responsibilities as per the Aerodrome emergency plan. Contribute to compilation of Workplace Safety plan. Plan, schedule and supervise and/ or coordinate subordinate activities within processes or services to achieve efficiency and quality goals. Participate in people development initiatives such as performance management, succession planning and talent management to ensure team performance meet required standards. Conduct inspections and patrols to reduce potential hazards and take remedial action. Manage maintenance schedules for vehicles and equipment, ensure serviceability of such vehicles and equipment is maintained at all times. Develop and maintain aerodrome emergency management manual that is approved by CAA. Approve and oversee bird and wildlife plan/program for the airport in line with group strategy. Provide input to OPEX and CAPEX budget, track, and monitor expenditure.

ADMINISTRATION • Preparing investigational and monthly reports referring to statistical data and qualitative information related to service delivery initiatives of the section for the attention of the Manager: Protection Service for consideration and inclusion into Join

Operation Committee reports. • Collecting and analysing statistics required for reporting purposes. • Controlling and completing instructional/ operational documentation (vehicle log sheets, fleet management system reports) extracting information from field reports/ activity lists and forwarding for approval and processing. • Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion. • Maintaining the activity and record keeping systems and/ or executing specific actions to facilitate the updating of registers and schedules.

INTERNAL & EXTERNAL COMMUNICATION Implements communication strategies with intra and inter-departmental management staff and external stakeholders by: • Communicating with the Manager: Protection Services on specific Key Performance Areas with a view to aligning functions and service delivery objectives against the capacity and capability of the division. • Communicating with personnel/ Chief Traffic Officer/ Law Enforcement Officers through the verbal and written mediums statutory and procedural requirements for adoption and compliance thereof. • Promote fire prevention and disaster readiness education. • Interacting with the SAPS, District and Provincial Disaster Management departments, business/community forums, officials of government departments with the aim of providing information, advice and promoting synergy and intergovernmental relationship on issues of community safety

- Supervise daily station duties
- Ensure that the vehicle and equipment under your control are properly inspected
- Take a lead and give guidance to other fire and rescue members at emergency incident.
- Ensure that all fire and rescue personnel adhere to safety requirement all the time
- Maintain high morale and discipline within the shift
- Ensure that SACAA compliance

Interested candidates must send their covering letter, comprehensive CV, certified copies of qualifications, ID document and driver's license to: The Human Resources Manager, **GAAL**, P.O. Box 1309, **POLOKWANE** 0700, Or Hand Delivery to: GAAL Registry Office Old Terminational Building, or e-Mail to HR.admin@gaal.co.za

Enquiries: Mr. M. Mankga /Ms. F Moropana (087) 291 1056 / 066 470 2226 Closing date: **07th February 2025**.

GAAL does not carry transport, accommodation or meals costs for candidates attending interviews. Applicants should consider their applications unsuccessful if no response is received within two months of the closing date. Shortlisted candidates will be subjected to background checks and verification of qualifications. It is applications responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation. GAAL has the right not to fill the posts advertised.

POSTS ARE AVAILABLE AT WWW.GAAL.CO.ZA

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 people with disabilities to apply.