



• 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:

### **INTERNAL AND EXTERNAL ADVERTS**

#### **SENIOR MANAGER: HUMAN RESOURCES**

**REF NO: SMHR 11/2024**

This position reports to the Chief Executive Officer

**Remuneration:** Market related package (CTC)

**Qualifications and experience required** • An appropriate, relevant qualification at NQF level 7 in Human Resources Management, Business Administration, Industrial Psychology or related field. • A post graduate qualification will be an added advantage. • A minimum of 10 years' experience in HR as a generalist and 5 years' experience in management. • Experience in aviation will be an added advantage.

**Competence and/or skills required:** • Strong leadership skills and experience leading a team • Strong strategic thinking skills and the ability to drive change. • Familiarity with and understanding of applicable labour legislation • Effective organizational skills, attention to details and ability to handle a large volume of work in an efficient and timely manner. • Highly motivated, energetic, independent self-starter with strong team orientation. • History of success in recruitment, problem-solving, and employee development. • Excellent communication and interpersonal skills • Proficiency in MS Office and HR information system. • Knowledge of HR technology and systems. • Ability to build strong relationships with all levels of management.

**Key responsibilities for this position are as follows:** • Develop and implement the HR strategy in line with the organisational Strategy. • Develop and maintain a comprehensive, integrated and effective Human Resource Management Framework (systems, policies, procedures and periodic plans) • Drive efforts to build a high performing team. • Oversee staff planning and employee cost budgeting processes to ensure efficiencies. • Develops a well-formulated and effective succession planning framework (to include e.g. career growth opportunity identification, as well as the targeted development, mentoring, career counselling at all levels). • Monitor industry salary, benefit levels and movements and recommend adjustments to ensure fair and equitable rewards package that is in line with the GAAL Remuneration Policy. • Create a sound relationship with employees and unions and advise management on appropriate solutions to achievement of high levels of employee morale, commitment and performance. • Develop policy guidelines and advise on general employment practices including recruitment, skills development, promotion and termination of service. Oversee management of leave. Provide HR Reports and analyse data to make provide HR solutions. Support the HR Board Committee with HR matters. Ensure audit compliance and risk management. Manage Labour Relations and represent the GAAL at CCMA.

## SENIOR OPERATIONS MANAGER

REF NO: SOM 11/2024

This position report to the Chief Executive Officer. **Remuneration:** Market related package (CTC).

**Qualifications and experience required** • An appropriate, relevant qualification at NQF level 7 in Airport Management, Airport Operations or related. •10 years' experience in airports management or aviation environment. 5 years' managerial experience. A post graduate qualification will be an added advantage.

**Competence and/or skills required:** •The successful candidate must have an in depth knowledge of airside operation, airside safety standards, ICAO annexure 14 relevant SACAA standards, applicable aviation legislation, national key points, Occupational health and safety, environment 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 have a team player qualities.

**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 functional of electric security equipment and systems, contingency and emergency plan activation, improve customer service levels and •Implementation and management of quality management systems and ensure compliance with the quality management systems benchmark •Ensure stakeholder compliance to security standards and process by liaising with all relevant security stakeholders •ensure that human capital planning and development is consistent with CAA 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 generally portray a positive a positive company image •fluent in English , courteous and must be familiar with Aviation Security, dangerous goods and Risk and Management of the airport management

## SENIOR MANAGER: COMMERCIAL SERVICES

REF NO: BDM 11/2024

This position report to the Chief Executive Officer. **Remuneration** Market related package (CTC)

**Qualifications and experience required:** •An appropriate B degree in Marketing, Business Development or relevant field. • A minimum of 10 years' experience in a Business Development and Marketing environment. 5 years' experience at a managerial level. Experience in aviation will be an added advantage.

**Competence and /or skills required:** Proven management experience in marketing• Excellent communication and presentation skills •Ability to utilise software programmes, such as MS Word, Excel, Power Point and Outlook •Strong commitment to professional and client service excellence •Strong managerial skills •Strong commitment to professionalism and client service • Valid driver's licence is essential.

**Key responsibilities for the position are as follows:** •Develop and implement a comprehensive Business Development and Marketing Strategy for Polokwane International Airport in accordance with legal mandates and prescripts •Develop and identify new business opportunities aimed at increasing revenue •Promote GAAL and Airports that fall within their mandate. • Handle PR matters and serve as the spokesperson for GAAL when required •Manage stakeholder relations and promote regional integration •Assist in the implementation of the objectives of GAAL as per the five-year strategic plan •Manage capital and operational expenditure •Continuously seek alternative and improved technology to improve processes in terms of efficiency, quality and costs. •Representing GAAL and participating in relevant provincial and national forums •Assist in establishing plans to improve airport operations •Assist in establishing plans to maintain and improve the GAAL managed Airports

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](mailto:HR.admin@gaal.co.za)

Enquiries: Mr. M. Mankga /Ms. F Moropana (087) 291 1056 / 066 470 2226 Closing date: **29<sup>th</sup> November 2024**.

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.

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THE **GAAL** is an equal opportunity employer and promotes representation in terms of all races, gender and disability. Women and people living with disabilities are encouraged to apply.