



• 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 OPERATIONS MANAGER
REF NO: SOM 01/2023**

This position reports to the Chief Executive Officer.

Remuneration package is R 1 234 267,77) total Cost to Company Negotiable.

Qualifications and experience required • Grade 12 certificate and relevant three-year degree or diploma coupled with a strong aviation background •Any person with four years qualification and above will receive preference •Extensive senior management experience •A minimum of six years' experience in an aviation environment.

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

**CHIEF QUALITY OFFICER
REF NO: CQO 02/2023**

This position reports to the Operations Manager.

Remuneration package: is R 561 359,76 Total Cost to Company.

Qualifications and experience required: •Grade 12 • Diploma in Management of Aviation Quality• Must have at least 5 years' experience in Airport Quality Management.

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.

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| <p style="text-align: center;">RE-ADVERT ELECTRICAL TECHNICIAN REF NO: ET 03/2023</p> <p>This position reports to the Operations Manager. Remuneration: R360 000,00 TO R 423 530,00 per Annum excluding benefits (Housing Allowance, Pension fund and Medical Aid)</p> <p>Qualifications and experience required: Grade 12; National Certificate in Electrical. •Trade Test in electrical •2 years Electrical experience at the Airport in position of Airfield Ground Lightening (AGL) qualified. •Driver's license Code 8.</p> <p>Competence and/or skills required. •Knowledge of MS Office. •Skills & Competencies This position calls for an individual who communicates well (verbal and written). •The candidate must be detail-orientated; composed; diplomatic and demonstrate good judgement. •Can plan work and good problem-solving skills. Knowledge of Airport Environment</p> <p>Key responsibilities for this position are as follows. Ensure availability, maintenance, and safety of tools; and implementation of continuous improvement of the equipment/infrastructure. •Consult and give support in commissioning and testing of assets; conduct studies and make recommendations on upgrades/replacements of assets. •Input into maintenance planning, scheduling, and execution of the asset; maintaining safe and clean work environment; execute safe planned and unplanned maintenance activities. •Monitor quality of maintenance work and escalate inefficiencies; execute routine inspections on infrastructure. •Utilisation of enterprise asset management system; participate in root cause analysis. •Execution of project deliverables; provide input into project design; and initiate purchase requisition. •Compile and submit relevant reports; provide input into incident reports; and identify and report possible efficiency enhancements and initiatives to ensure resource savings. •Build, support, and maintain healthy diverse internal (peers, unions, team) as well as external (service providers etc.) relationships and implement remedial actions were required to ensure achievement of organisational goals. •Plan, schedule, supervise and coach subordinate activities within processes or services to achieve efficiency and quality goals.</p> | <p style="text-align: center;">RE-ADVERT MAINTENANCE SUPERVIOUR REF NO: MS :04/2022</p> <p>This position reports to Operations Manage Remuneration: R 237 347,57 TO R 301 104, Per Annum excluding benefits (Housing allowance, Pension and Medical Aid)</p> <p>Qualifications and experience required: • Grade 12 and a recognized 3 years NQF level 6 qualification in plumbing; Mechanical Engineering or Civil Engineering; •2 years maintenance experience at the Airport. Divers License Code 10 (C1) • Competence and/or skills required Good public relations• Effective communication and interpersonal skills• Prepared to work under pressure •Must have supervisory skills and knowledge; • Key responsibilities for the position are as follows. •Manage maintenance division •General maintenance within the Airport• Ensure that Grass Cutting on the Airport using lawn mowers• Ensuring groundwork is clean •Sweeping the Runway, Taxiways and Apron using mobile sweeper •Providing basic mechanical maintenance to the Airport equipment under supervision. Ensuring all airport facilities are properly maintained and standards are always kept. •Conduct regular inspection on the buildings and facilities. Ensuring the allocated budget is utilized correctly Ensuring regular checks and record keeping on maintenance of equipment is done.</p> |
| <p style="text-align: center;">RE-ADVERT LABOUR RELATIONS OFFICER REF NO: LR:05/2023</p> <p>This position will report to Senior Manager Human Resources Remuneration R 312 000,00 TO R 423 530,00, Per Annum excluding benefits (Housing allowance, Pension and Medical Aid)</p> <p>Qualifications and experience required: •Grade 12 and a recognised 3 years NQF level 6 qualification in Labour Relations/ Labour Law/ HR / Industrial Psychology •A minimum of 4 years' experience in Labour Relations dealing with Internal disciplinary matters and CCMA Cases, Computer Literacy. Experience in HR will be an added advantage.</p> <p>Competence and/or skills required •Excellent verbal and written communication skills •Excellent presentation skills •Strong commitment to professional and client service excellence •Ability to work under pressure • Working knowledge of and ability to apply labour law principles, manage collective bargaining and dispute</p> | <p style="text-align: center;">RE-ADVERT MAINTENANCE ASSISTANT - (1 POSITION) REF NO.: MAINA: 06/2023</p> <p>This position reports to the Maintenance Supervisor Remuneration: R 158 418.12 TO R 233 898, Per Annum excluding benefits (Housing allowance, Pension and Medical Aid)</p> <p>Minimum Qualifications and experience required: •The candidate must be in possession of Grade 12 certificate, • Must have at least 2 years 'experience either on Civil Infrastructure/ Plumbing/ Mechanical maintenance Driver's licence code 10 (C1)</p> <p>Competence and/or skills required: •Knowledge and understanding of Airport Civil Infrastructure• Understanding of Airport Operations• Familiar with Audit and Civil Infrastructure Services. • Knowledge of CAR regulations. •Interpersonal Skills. • Organization Diligence. Time skills. • Accountability and good ethical conduct. •</p> |

resolutions process.

Key responsibilities for the position are as follows:

•Assist operations managers with disciplinary enquiries, CCMA cases and grievances. •Maintain manual and electronic documentation, files and records of all disciplinary action taken against employees for the purpose of providing accurate information to the HR director and CCMA. • Representing the company at CCMA in all process. Investigating a variety of human Resources related issues. •Participate in industrial relations meetings and other meetings that involves a range of issues as needed and/or assigned for the purpose of developing recommendations and supporting other staff. • Presents information, performance on a variety of topics such as the LRA. EEA, consultations regarding changes in the conditions of employment, performance counselling for the purpose of conveying information and or making recommendation regarding disciplinary actions/outcomes. • To conduct investigation as it is related to employee issues. • To establish and develop an in-depth knowledge of IR, Labour Law, and best Practice. • To develop plans and a caseload management approach to IR issues such as reduction of sick leave abuse in liaison with relevant department. • To ensure adherence to all applicable laws

Ability to work under pressure. •Proficiency with MS Works, Excel & PowerPoint Knowledge of Different ICAO Annexure

Key responsibilities for this position are as follows:

•Manage maintenance division •General maintenance within the Airport • Ensure that Grass Cutting on the Airport using lawn mowers • Ensuring groundwork is clean •Sweeping the Runway, Taxiways and Apron using mobile sweeper •Providing basic mechanical maintenance to the Airport equipment under supervision.

**SENIOR MANAGER: COMMERCIAL SERVICES
REF NO: BDM 07/2023**

This position reports to the Chief Executive Officer.

Remuneration package is R 1 234 267,77) total Cost to Company Negotiable.

Qualifications and experience required: •An appropriate B degree in marketing and/or business development •An engineering background with experience in project management will be an added advantage •A maximum of 10 years' experience working in a business development and marketing environment.

Competence and /or skills required: Proven management experience in an aviation environment • Excellent oral and written communication skills •Excellent 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 for the airport •Promote GAAL and Polokwane International Airport 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 Polokwane Airports'

**MANAGER: COMMERCIAL SERVICES
REF NO: BDM 08/2023**

This position reports to the Senior Manager: Commercial Services.

Remuneration package is R700 000 – R896 384.71 Cost to Company

Qualifications and experience required: • Grade 12 certificate •B degree in Marketing, Business Development, or related qualification •A minimum of three years' experience working in a Business development and Marketing environment. Management experience is essential. Aviation background will be an advantage.

Competence and /or skills required: • Financial management of projects, Communication. •Communication skills in business management are key. Management & Leadership. •Financial Intelligence. • Information Technology. • Critical Thinking & Problem-Solving. Creativity and Innovation. •Valid driver's licence is essential.

Key responsibilities for the position are as follows:

Identify and qualify potential new customers in the assigned sales area and turn this into increased business for the company. • Develop and maintain relationships to achieve or exceed revenue goals; • Effectively present and discuss the services of the company to prospective clients in a way that conveys an image of quality, integrity and superior understanding and delivery of customer needs; Be familiar with the local marketplace and trends and develop strategic sales plan that identifies prospects and customers. • Cold call as appropriate within your market to ensure a robust pipeline of opportunities. •Generate and manage short term and long-term leads from internal and external referral sources to qualify prospects and advance them through the

infrastructure and facilities • Manage professional service providers delivering services to GAAL.

sales process; •Set up meetings between client decision makers•; Plan approaches and pitches. Work with the team to develop proposals that speak to the client's needs, concerns, and objectives; •Manage marketing data using applicable sales management systems and tools to maximize efficiency and analyze data/marketing activity on a weekly basis.

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

Enquiries: Mr. M. Mankga /Ms. F Moropana (087) 291 1056 / 066 470 2226 Closing date: 07th August 2023

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.

FULL ADVERTISEMENT OF POST 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.