



• 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 critical positions: -

INTERNAL/ EXTERNAL ADVERTS

REF NUMBER: 07/07/2026

ASSETS OFFICER

REF NO: AST:07/2026 (1 Position)

This position report to the Supply Chain Manager

Remuneration Package: R 330 957,00 to R 373 736, 67 per annum excluding benefits (Housing Allowance, Pension and Medical Aid)

Qualifications and Experience required:

- Grade 12
- A recognised 3 years' qualification in purchasing and assets management or commercial (NQF level 6)
- A minimum of 3 years related working experience.
- Driver`s License

Critical Skills & Knowledge

- Driver's licence is essential.
- Competencies and/ or skills required:
- Good IT skill (Excel)
- Ability to meet tight deadlines
- Analytical ability
- Mathematical ability and skills.
- Excellent commercial sense.
- Interpersonal sense. Interpersonal and communication skills.
- Self- Motivation.
- The ability to work as part of a team

Key responsibilities for the position are as follows:

- Ensure safeguarding and management of assets.
- Recording of new assets in the assets register and financial system.

- Monthly reconciliation of assets registers and financial system.
- Periodic of new assets verifications.
- Manage the movement of assets through forms.
- Ensure complete and accurate assets management report monthly.
- Prepare annual financial statements notes on assets.
- Facilitate disposal of absolute and redundant assets.
- Assist in the procurement of goods and services as maybe directed by SCM manager.
- Ability to work under pressure.
- Proficiency with MS Word, Excel and Power Point.

HUMAN RESOURCES AND REGISTRY CLERK

REF NO: HRRC:08/2026

This position reports to the Senior / Manager Human Resources

Remuneration Package: R 380 957,00 to R 474 952,27 per annum, excluding benefits. (Housing Allowance, Pension and Medical Aid).

Minimum Qualifications and Experience required: -

- Senior Certificate /Matric Certificate (Grade 12)
- Bachelor's degree in Human Resources Management/ Industrial Psychology
- NQF level 7 relevant qualification
- Tertiary Certificate in registry and records management will be an added advantage
- Valid Code 08 Driver's License
- Minimum of three (3) years experience in human resources management
- Minimum of three (3) years experience in records management or information management or administration

Critical Knowledge

- Records Management principles and practices
- National Archives and Records Service requirements
- Relevant labour legislation and employment practices
- Human Resources administration systems and processes
- Performance Management Systems
- Training and Development Management
- Organisational Development principles
- Change Management processes
- Policy development and implementation processes
- Electronic Records Management Systems
- Microsoft Office applications

- Business communication and report writing

Skills Required

- Efficient administration
- Good report writing
- Good communication
- Attention to detail
- Efficient Record keeping
- Planning and organization
- Proper and effective coordination
- Confidentiality
- Self- driven

Key Responsibilities for the Position: -

- Training and Development coordination
- Support organizational development and change management initiatives
- Coordinate performance management processes
- Assist in the development and review of policies and standard operating procedures
- Coordinate HR reporting and quality assurance processes
- Maintain accurate registry and records management systems
- Provide Human Resources administrative support
- Support Employee Wellness and Engagement initiatives
- Maintain the Remittance Register and related records
- Perform other HR related duties assigned by management in support of organizational objectives
- Ensure compliance with labour laws

Assistant SCM Officer

REF NO: ASC:09/2026

This position reports to the Supply Chain Manager.

Remuneration Package: R 310 000,00 to R 340 080,00 p/a excluding benefits. (Housing Allowance, Pension and Medical Aid).

Qualifications and Experience required: -

- Relevant National Diploma or Advanced Certificate in Finance and/or Supply Chain Management
- Relevant Tertiary qualification at NQF level 6
- 3 years' relevant experience, aviation exposure (advantage)

Critical Knowledge

- Relevant legislation and regulation

- Sage Pastel evolution
- Knowledge of SCM and Treasury prescripts

Key responsibilities for the position are as follows:

- Support the planning, coordination and administration of procurement activities
- Coordinate bid processes, prepare bid documentation, arrange Bid Committee meetings
- Assist with supplier registration, verification, contract administration, purchase orders, contract monitoring and supplier performance reporting.
- Compile agendas and packs, record minutes, and maintain accurate procurement records.
- Assist with the acquisition of goods and services by inviting quotations from suppliers.
- Assist with the Evaluation of the quotations.
- Liaise with the successful bidder in managing the relationship.
- Provide procurement advice and administrative support to user departments, suppliers and Bid Committee members, ensuring responsive and professional service.
- Draft correspondence to bidders on the outcome of the quotation process
- Ensure efficient SCM record keeping
- Advise other sections regarding supply chain procedures.
- Assist with supplier and contract administration.
- Ensure procurement transactions comply with the PFMA, Treasury Regulations, SCM policies and delegated authorities

**Aviation Security Officer (AVSEC Officer)
Ref: NP: SM 10/2026**

This position reports to the Aviation Security Supervisor

Remuneration Package: R 230,590,00 to R 266 971,32 per annum excluding benefits. (Housing Allowance, Pension and Medical Aid).

Qualifications and Experience required:

- Grade 12
- Diploma in Security Management.
- PRSIRA Grade A.
- AVSEC Level 3.
- Dangerous goods CAT6.
- National Key Point.
- National Key Point Certificate.

Competence and/or skills required:

- Knowledge and understanding of Airport Security
- Understanding of Airport Environment
- Familiar with Airport Security Plan (ASP)
- Interpersonal skills
- Confidentiality
- Communication skills (written and verbal)
- Problem solving skills
- Ability to work under pressure
- Proficiency with MS Word, Excel & PowerPoint

Key responsibilities for this position are as follows:

- Patrolling of terminal building.
- Periodic patrols of surrounding areas including bins during non-peak hours.
- Patrolling of perimeter fence as per SOP.
- Respond to and report incidents.
- Review CCTV footage.
- Assess and report on faulty equipment.
- First line response to unlawful interferences.
- Grant access to authorized people entering the restricted area;
- Facilitate luggage and people into the screening point and ensure flow control;
- Screen all luggage and carry-on items to detect threat items;
- Screen all people to detect threat items.

**FINANCIAL ACCOUNTANT
REF: FIN 11/2026
(ONE POSITION)**

Remuneration: R 363 772. 17 to R 429 992.88 per annum, excluding benefits (Housing Allowance, Pension and Medical Aid)

Qualifications and Experience required:

- 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

Competence and/or skills required:

- Financial Management and Accounting Expertise
- Legislative and Regulatory Compliance
- Financial Analysis and Problem-Solving
- Planning, Organising and Time Management
- Attention to Detail and Quality Orientation
- Communication and Interpersonal Skills
- Computer Literacy and Financial Systems
- Professionalism, Integrity and Accountability

Key responsibilities for the position are as follows: • Prepare accurate monthly, quarterly and annual financial statements; • Perform monthly reconciliations • Perform variance analysis between budget and actual • Ensure the integrity of financial information and compliance with GRAP. 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.

Interested candidates must send their covering letter, comprehensive CV, certified copies of qualifications, ID document and driver's license, not older than 6 months to: The Senior Human Resources Manager, **Gateway Airport Authority Limited**, P.O. Box 1309, **POLOKWANE** 0700, Or Hand Delivery to: Registry Office at GAAL Old Terminal Building, Landros Mare Street/N1 North to Makhado, Gateway Weg, Polokwane, 0699 or e - mail applications to HR.Admin@gaal.co.za. Enquiries: Ms. Faith Moropana (087) 291 1074 or 087 291 1056 Closing date: **31st July 2026** at 16h00. Failure to comply with the above requirements will lead to disqualification.

GAAL will not carry any related costs (Transport, accommodation or meals) for candidates attending interviews. Applicants should consider their application unsuccessful if no response is received within two months of the closing date. Shortlisted candidates will be subjected to suitable checks (Criminal records, credit records for employment background) and verification of qualifications. It is the applicants' responsibility to have foreign qualifications evaluated by south African Qualification Authority (SAQA) and to provide proof of such evaluation. GAAL reserves the right not to fill in the posts advertised. Canvassing of any GAAL officials and the Board will lead to disqualification.

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 females (Coloured, Indian and White), males (Coloured and Indian and people with disabilities to apply.