



• 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 position to the following challenging position: -

EXTERNAL ADVERTISEMENT

REF: 02/OPS/2026

POSITION: OPERATIONS ADMINISTRATION OFFICER

REF NO: OPSA :06/05/2026

This position reports to the Senior Operations Manager

Remuneration Package: R 125 250,00 to R 187 326,60 p/a excluding benefits (Housing Allowance, Pension fund and Medical Aid)

Qualifications and experience required: -

- Grade 12
- Minimum of a Diploma in Administration or relevant qualification in Office Administration, Public Administration, Business Management (NQF Level 6)
- Three (3) years' experience in Aviation /Operations Administration
- Experience in office administration with proven ability to promote the image of the company and time management skills are essential.
- Experience in administration on Senior Office will add as advantage.

Competence and/ or skills required: -

- Knowledge and understanding of office Administration,
- Organised, systematic and excellent attention to detail
- Interpersonal skills; organisational skills; assertiveness; diligence; time management; Task orientated and ability to multi-task; Confidentiality; Report Writing, Communication skills (written and verbal); Problem solving skills; minutes taking; diary management skills; travel arrangements
- Accountability and good ethical conduct
- Ability to work under pressure and meet timelines.
- Proficiency with MS Word, Excel & PowerPoint

- Valid driver's license is essential.

Key responsibilities for this position are as follows: -

- Ensure the smooth running of the Operations department by providing all administrative support
- Provide day-to-day administrative assistance to the Senior Operations Manager and Operations Management team
- Ensure that rosters, timesheets, schedules, databases and statistical information is accurate and up to date
- Ensure that all filing is done up to date
- Assist with the general administrative duties and other duties as directed
- Report writing; Liaising with stakeholders and clients
- Undertake all logistical arrangements in support of meetings (producing agendas and taking minutes) and workshops
- Verify supplier invoices and forward them to the accounts department for processing
- Implementing new procedures and administrative systems
- Procure office requirements.
- Prepare packs; Arrange training logistics for the operations department.

Interested candidates must send a covering letter, comprehensive CV, certified copies of qualifications not older than 6 months, ID document and valid driver's license 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/ Dinah Chuene (087) 291 1074 or 087 291 1056. Closing date: **12th June 2026** at 16h00. Failure to comply with the above requirements will lead to disqualification.

GAAL will not carry any costs for candidates attending interviews. Applicants should consider their application unsuccessful if no response is received within one month of the closing date. Shortlisted candidates will be subjected to suitable checks (Criminal records, credit records for security reasons) 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/or the Board will lead to disqualification.

POST IS AVAIBALE 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 Plan 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.