



**JOB DESCRIPTION
PRINCIPAL-SAFETY AUDITOR
QUALITY ASSURANCE DEPARTMENT**

Position: Principal Safety Auditor Officer
Department: Quality Assurance Service
Salary: \$59,569pa
Term: Contracted (3years)
Responsible To: Manager Quality Assurance

Position Summary

Reporting directly to the Manager of the Quality Assurance Service Department (QASD), the Principal Safety Auditor shall perform a variety of safety and security oversight and surveillance works; to ensure that the SAA is in compliance with applicable aviation safety and security legislations, standards and recommended practices.

Duties and Responsibilities

1. Conduct internal safety and security audits, inspections, spot-checks, surveys and follow-ups in accordance with the QAD annual schedule of oversight and surveillance works.
2. In conjunction with the Principal Financial Auditor, audit the compliance of the SAA with occupational safety and health legislations and submit reports of findings and recommendation to the Manager for onward review of Management.
3. Assist the Manager in the planning of surveillance work programs for the continual safety and security compliance of the SAA with applicable Civil Aviation Rules.
4. Assist in the establishment, implementation and oversight of practical safety preventative maintenance program.
5. Assist in the conducting of regular and periodic staff training and surveillance obligations including induction of new recruits in specifics of these QAD surveillance obligations.
6. Complete assessments on all aviation safety and security systems and submit monthly reports to Manager – Quality Assurance Service Department.
7. Report to the Manager QAD any new or bending safety and security system risks and hazardous incidents and/or occurrences.
8. Assist in the investigation of serious employee non-compliances with applicable legislations, procedures and practices.
9. Assist in the updating and review of safety maintenance procedures and records and ensure all documentations are in compliance and various reporting requirements (internal/external).
10. Assist external Safety and Security Auditors with audits including follow-ups of recommended corrective actions.
11. Assist the Manager in the maintenance of the SAA Exposition document.



12. Assist the Manager in providing QAD inputs into SAA strategic plans, Division budget and SAA/QAD mandatory periodic reports.
13. Participate in Airport management Committees established by law and through management mandate.
14. Act as Manager QAD, when designated, in his/her work related or planned personal absences.

SELECTION CRITERIA

1. Hold a relevant Tertiary qualification OR related technical qualification from a recognized/accredited training/licensing institution **(Essential)**
2. Mastery knowledge of all aviation safety and security legislations applicable to the SAA **(Essential)**
3. Possess an extensive background in safety and security auditing with a mastery level knowledge of applicable auditing protocols, procedures and processes **(Essential)**
4. Minimum of (5) years of relevant aviation safety and security work experience. **(Essential)**
5. Demonstrated ability to write and submit timely quality reports, detailing issues, findings and quality resolutions for Management review and consideration. **(Highly Desirable)**
6. Internal and external auditing experience within a Government Public Trading Body **(Desirable)**
7. Demonstrated ability to communicate effectively with all levels of Management and external parties. **(Desirable)**
8. Demonstrated team-player qualities and experience in staff supervision and technical leadership. **(Desirable)**