



Detailed Job Descriptions

Position Title: Manager Human Resources

Reports to: Chief Executive Officer or any designated Officer

The job's main purpose is to manage the proper and efficient functioning of the Human Resources section with the aim to provide the Company at all times and at all levels with approved number of well-trained and competent staff for all functions and to facilitate good employee relations climate;

Principal Accountabilities:

- To implement change and innovation into the department and ensure that the best interests of AML are always served;
- To lead and motivate the team to achieve the agreed results and improve the quality and excellence of the services provided;
- To ensure that Organization Design is updated and cascaded throughout the whole organisation;
- To ensure that there are updated job description for all staff in AML;
- To assist in the monitoring and implementation of a Performance Management System and ensure its ongoing application;
- In conjunction with Directors / Managers, develop; coordinate manpower planning, providing support and advice to Directors/Managers, on resourcing strategies and training requirements
- To coordinate and participate in consultation and negotiation with the unions in order to maintain good industrial relations at all the times;
- To assist in the formulation of the necessary human resource policies and update the human resource manual for AML;
- To propose in co-operation with AML Directors / Managers, suitable candidates for promotion and provide suitable promotion / selection criteria and methodologies;
- Responsible for matters pertaining to Occupational Safety and Health.
- Prepare budget for the section;
- To identify training needs and coordinate development training for staff at all levels - where necessary to look for the most cost effective external resources;
- To be responsible for the Payroll - ensuring that payroll is completed accurately and to deadline;
- To explain to staff and management the Company benefits, terms & conditions of employment and HR policies so as to ensure understanding and correct implementation
- To maintain accurate data on employee statistics (turnover, absenteeism, occupational injuries etc) and report to Management thereon
- Perform any other cognate duties as may be assigned.



Required Minimum Qualification and Experience

1. University Degree in Human Resource Management or related areas
2. At least five years post qualification experience in human resources management.
3. Good knowledge of Labour Laws and other relevant legislation.
4. Strong people management skills.
5. IT Literate

Salary Range

AML02 Rs96,125 - 163,175



Position Title: Project Officer

Reports to: Chief Project Officer or any designated Officer

Principal Accountabilities:

- To assist in the planning, design, execution and administration of projects.
- To carry out surveys in connection with civil engineering and building works including survey of existing buildings and undertake preparation of related drawings and reports as required.
- To assist in the preparation of Bill of Quantities in collaboration with the Quantity Surveyor.
- To assist in Tender Appraisals for civil engineering and building works.
- To assist in the examination of claims and preparation of certificate payments for works executed by contractors in collaboration with the Quantity Surveyor.
- To attend and hold coordination / site meetings as applicable and prepare minutes of meeting whenever required and ensure proper follow up.
- To supervise civil engineering and building works and coordinate activities during implementation.
- To perform any other cognate duties as may be assigned.

Working Environment: Normal office and site environment with requirements to work outside office hours including Saturdays, Sundays and Public holidays.

Required Minimum Qualification and Experience

1. Diploma in Building and Civil Engineering or equivalent.
2. At least 3 years' experience in Building and Civil Engineering works.
3. Knowledge in MS Project and AutoCAD will be an advantage.

Salary Range

AML06: Rs49,625 - 89,225

Position Title: Airport Firefighter

Reports to: Airport Fireman Team Leaders

Principal Accountabilities:

- To man and maintain:
 - (a) fire fighting appliances and equipment
 - (b) rescue boats, liferafts and related equipment; and
 - (c) airport fire stations.
- To participate and/or take charge of a crew in fighting, controlling and extinguishing airport and aircraft fires affecting rescue of persons and property and in preserving lives;
- To perform sentry duties, fire drills, physical training and attend parades;
- To man the Watchtower to ensure that aircraft movement areas are clear and safe for landing, taxing, parking and taking off;
- To make periodical inspections of fire fighting equipment and appliances affecting minor servicing/repairs and where applicable refuelling;
- To drive fire fighting vehicles wherever required;
- To perform office duties including keeping of records, Occurrence Book, answering telephone calls and raising fire alarms;
- To participate in the training of junior colleagues and new recruits, organise simple drills;
- To participate in rescue operations during national calamities and major accidents.
- To perform fence patrol and apron control;
- To check hydrants and hose reels throughout the aerodrome;
- To attend refuelling, engine run of aircraft and fire alarms;
- To assist training of stakeholders in Basic Fire Fighting awareness;
- To make proper use, cleaning and refilling of breathing apparatus;
- To deal with dangerous goods; and
- To perform any other cognate duties as may be assigned.

Note:

- Airport Firefighter shall be required to work on a 24-hour shift system throughout the year.
- Airport Firefighter should be available to continue duty or attend duty outside their normal shift arrangement at short notice.

PROFILE

- Applicants (Male or Female) should have reached their 20th birthday and should not have reached their 31st birthday on the deadline date for submission of applications.
- Minimum School Certificate or GCE 'O' Level with at least five subjects, including English language, Physics and Chemistry.
- Driving Licence for Private Car.
- Minimum Height: Gent: 1m 70 cm Ladies: 1m 63 cm, BMI: range 18.5 to 27.5
- Normal Eyesight (without glasses or contact lenses).
- Good swimmer.
- Computer literacy would be an advantage.



Note: It is mandatory for selected applicants to secure a Goods Vehicle Licence prior to confirmation in post.

Salary Range

AML11 Rs26,600 - 56,625



Position Title: Technician

Reports to: Senior Technician

Principal Accountabilities:

- To participate in the installation, maintenance and repair of electrical and/or mechanical equipment and/or buildings whilst adhering to prescribed technical instructions and work methods.
- To supervise the work of Tradesmen.
- To keep records and documents.
- To safekeep and upkeep tools and equipment.
- To perform regular checks on plants, equipments and vehicles.
- To carry out maintenance works as per schedule.
- To assist electricians when attending duties on roster shift.
- To attend duties after normal working hours for VIP movement.
- To perform any other cognate duties as may be assigned.

Note: Technicians shall be required to work on a 24hr shift system throughout the year.

Required Minimum Qualification and Experience

1. City & Guilds Technician Certificate or acceptable equivalent from a recognised institution in the relevant field
2. At least 3 years' experience in the relevant technical field.

Salary Range

AMI09: Rs32,425 - 64,525