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NCAA EXTERNAL VACANCY

The Organization

The Namibia Civil Aviation Authority (NCAA) is a state-owned enterprise established by section 8 of the Civil Aviation Act No. 6 of 2016 (November 2016). One of the objectives of the Authority is to control, regulate, and promote Civil Aviation Safety and Security in Namibia, as well as the provision of Air Navigation Services.

Namibia Civil Aviation Authority (NCAA) invites applications for the following positions:

<u>Position</u>	<u>Grade</u>	<u>Minimum Requirements</u>	
		<u>Qualifications</u>	<u>Experience</u>
Department: Human Capital and Strategy (HCS)			
Manager: Talent, OD and Strategy x 1	D3	A Bachelor's Honours Degree in Human Resources Management, Organizational Psychology or related field. Valid code B driver's licence.	A minimum of seven (7) years of broad experience in the HR field, with at least four (4) years in the organizational Development/Talent Management/ Business strategy as focal areas, of which 3 years should be served at a management or supervisory level.
Department: Safety and Security: Division Personnel Licensing (PEL)			
Manager: Personnel Licensing x1	D3	A Bachelor's Degree in Aviation/Aviation Management, Aeronautical Engineering, or related field OR Air Traffic Controller with Approach/Area Procedural and Radar Ratings OR AME Class 1 License and relevant Aviation Management qualification. Valid code B driver's license	A minimum of eight (8) years working experience in the air transport industry of which of three (3) years' should be served at Management or supervisory level.

Department: Safety and Security: Division Safety, Security Promotion and Quality (SSPQ)			
Quality Specialist x 1	D2	<ul style="list-style-type: none"> - A Diploma in Quality Management or Similar OR - A professional aviation qualification, such as air traffic controller, aircraft maintenance engineer, pilot, cabin crew, CAA inspector, or flight dispatcher, <p>Added Advantage</p> <ul style="list-style-type: none"> - Bachelor's degree in quality management - Complementary Quality Management training certificates - ISO Internal Auditor qualification 	<p>A minimum of five (5) years' experience in quality Management or equivalent experience within the aviation industry, including experience in implementing and maintaining a QMS.</p> <p>Experience in the development and implementation of aviation related rules, regulations, manuals procedures and other guidance materials is required.</p> <p>Advanced technical knowledge of aviation quality assurance and ICAO SARPs is required.</p> <p>Supervisory experience will be an added advantage.</p>
Department: Safety and Security: Division Air Navigation Services Safety Oversight (ANSSO)			
Senior Inspector: AIS and PANS -OPS Inspector x 1	D1	<p>A Bachelor's Degree in Geographical Information Science / Technology</p> <p>Valid code B driver's license</p>	<p>A minimum of five (5) years working experience of which two (2) years are served on supervisory level and three (3) years working as an Inspector.</p> <p>Must have been signed out as Inspector ANS Safety Oversight – AIS, CART & PANS-OPS</p>
Department: Safety and Security: Division Aviation Security (AVSEC)			
Senior National Inspector Training Coordination and Certification x1	D1	<ul style="list-style-type: none"> - Bachelor's degree in security or equivalent tertiary qualification in fields such as Aviation Security, Police, Army, Intelligence. 	<p>At minimum of five (5) years' experience in the aviation security industry of which three (3) years' experience in security training/oversight activities.</p>

		<ul style="list-style-type: none"> - AVSEC Basic or equivalent - Instructional Techniques or IATA AVSEC Train-the-Trainer course - National Inspectors Course or aviation security auditing techniques - Instructor certification by the Namibia Civil Aviation Authority or training institute or international organisation recognised by the NCAA <p>Valid code B driver's license</p> <p>Added Advantage</p> <p>Completed Developers' Course</p>	
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Department: Safety and Security: Division Aerodrome Design and Infrastructure (AGA)

Senior Inspector: Aerodrome Design and Infrastructure x 1	D1	<p>A Bachelor Degree in Civil Engineering or equivalent level degree in Aviation related discipline.</p> <p>Valid code B driver's license</p>	<p>A minimum of five (5) years of working experience Aerodromes Safety Oversight System.</p> <p>Must have experience as an Aerodrome Inspector</p>
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Department: Air Navigation Services: Division Safety, Security and Quality Assurance (SSQA)

Safety Specialist x 1	D1	<p>A qualified Air Traffic Controller or AIM personnel or CNS personnel.</p> <p>Qualification in Safety Management Systems, Quality Management System and Internal Audit.</p> <p>ISO 9001 Lead Auditor qualification</p>	<p>A minimum of five (5) years' experience as an Air Traffic Controller or AIO or ATSEP</p> <p>Proven experience in safety/quality risk management.</p> <p>Proven knowledge of the ANS related NAMCAR/CATS.</p> <p>Experience in the development and implementation of Safety</p>
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			Management Systems System, manuals, procedures as required.
Office of the Executive Director			
Record Management Officer x 1	C3	A Bachelor's Degree in Records and/or Archives Management.	A minimum of five (5) years' working experience in Records and Archives Management. Working experience in Administration will be an added advantage.
Department: ANS -Division Air Traffic Services (ATS)			
Driver x 1	B3	A Grade 12 as well a valid driver's licence	A minimum of three (3) years' of proven work experience as a delivery driver with a good driving record with no traffic violations.

Fit and Proper – Successful candidates shall be subjected to security vetting and obtain a security clearance before appointment.

- Applicants should send their applications to: recruitment@ncaa.na or nieis.namibiaatwork.gov.na before the closing date.
- Enquiries: May be directed for attention to the Human Resources Office, Tel: 083 235 2171
- All applications must be accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and other supporting documents. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).
- Preference will be given to Namibian citizens and designated persons as prescribed by the Namibian Affirmative Action Act.
- Women and persons with disabilities are encouraged to apply.
- Only short-listed candidates will be contacted.

CLOSING DATE: Thursday, 09 April 2026 (17h00 – GMT +2)