

Vacancies

MAF UK

June 2018

Support Raising Roles



Summary of Vacancies

○ = Number of positions if more than 1

PILOTS

- **Experienced Pilots**, (Various Locations) **CRITICAL** ③
- **Basic Pilots**, Papua New Guinea ④

MANAGERS

- **Deputy Programme Manager**, South Sudan
- **Area IT Manager**, East Africa **CRITICAL**
- **Quality, Safety & Security Manager**, Arnhem Land
- **Head of Finance**, PNG **CRITICAL**
- **Aircraft Engineer –Training Specialist**, Bangladesh **CRITICAL**

OTHER ROLES

- **Building Maintenance & Projects Manager**, PNG
- **Building Maintenance & Projects Assistant**, PNG
- **Corporate Services Manager**, PNG Tech Services (CRMF)
- **Senior Technician**, PNG Tech Services (CRMF)
- **Hospitality and Transit Accommodation Coordinator**, PNG
- **Executive Assistant to the Country Director**, PNG

ENGINEERS

- **Experienced Aircraft Engineers** (Various) **CRITICAL** ⑥
- **Deputy Director of Maintenance**, South Sudan
- **Aircraft Engineer –Training Specialist**, Bangladesh **CRITICAL**
- **Area Director of Maintenance**, Kenya

SHORT-TERM

- **Short-term Deputy Programme Manager**, South Sudan

OPERATIONS

- **Ground Operations Manager**, South Sudan
- **Deputy Operations Manager**, South Sudan **NEW**

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Head of Finance,

PNG **CRITICAL**

The Head of Finance will monitor and protect the financial and legal health of PNG Operations. This will include reporting to the local Board of Directors, responsibility for all tax and legal matters, internal management accounting and external financial reporting.

Other duties will include providing financial feedback to the Programme Manager, preparing the programme's annual financial plan, acting as Company Secretary for PNG Operations, line managing the Finance Manager and providing oversight of their professional development.

The role requires a qualified accountant who is experienced in financial and team management & using MS Excel and financial software packages.

*Candidates will need to have a CPA PNG approved qualification in order to work in the country. MAF I Recruitment can advise further on this.

Management

Accountant, South Sudan

The Management Accountant will assist the South Sudan (SSD) management team in their decision making through the provision of monthly management accounts and additional financial analysis. They will work with the finance team to improve on the timeliness and accuracy of the internal reports and will also be the focal point for both external and internal audits.

In the absence of the SSD Finance Manager the Management Accountant will cover the day to day responsibilities of the SSD Finance Manager and oversee the finance department.

This role is ideal for a qualified and experienced finance professional who would like gain more experience working in a challenging cross-cultural environment with potential career growth.

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Senior Technician, PNG Tech Services (CRMF)

The Senior Technician is responsible for the effective repair, maintenance, and construction of all types of electronic equipment. Participation in the instruction and supervision of trainees is an important part of this position as is the training of PNG Nationals, CRMF staff and representatives from National church groups, missions and students from colleges.

The jobholder should have a minimum of 2 years practical experience working in electronics and possess a radio or electronics qualification.

Ground Operations Manager, South Sudan

The person recruited for this role will be accountable to the Operations Manager and will be responsible for managing the ground operations teams to ensure efficient and effective operational task delivery.

Duties will include ensuring that ground operations staff are trained and equipped to conduct all relevant operations, organising, communicating and monitoring the ground ops team's daily work, ensure the team comply with all policies and procedures (particularly Safety and Security) and maintain high standards of delivery and customer service at all times. They will be required to undertake regular team meetings, conduct performance reviews of the ground ops team and liaise with the relevant internal or external departments or organisations to ensure efficient and effective task delivery.

In addition to this they will be responsible for ensuring the Ground Operations team deliver all relevant aircraft and pilot support tasks.

The post-holder will be educated to at least secondary school level. They will have a good knowledge of aircraft and aviation activities appropriate to the role along with previous experience in managing staff. They will have a good level of communication in English.

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Area IT Manager, East Africa

The Area IT Manager will be responsible for supervising the IT services across a number of programmes.

The post holder will manage the IT services, ensuring that work complies with agreed priorities, policies, standards and procedures whilst providing hands-on support when required.

In addition they will manage the IT resources, including assisting with the preparation of budgets and assessing the cost effectiveness of hardware and software purchases.

They will also be required to propose projects and work on projects assigned by the IT Management Team.

The ideal candidate will be educated to degree level or equivalent experience. They will hold an IT management qualification or have the equivalent experience along with excellent spoken and written English. They should also have experience of managing IT teams together with knowledge and experience of a variety of technical areas including Firewalls, Networking, Servers, Backup Systems, Security, Microsoft Systems, Active Directory, Server Virtualisation and Client Systems.

Basic Pilots, Papua New Guinea

The flying in PNG is some of the most interesting and challenging you may experience and will require advanced flying competencies. You need to have proven skills with good depth and breadth of experience to meet the needs of this role.

An ICAO based Commercial Pilot Licence (CPL) and a Single Engine Command Instrument Rating, 10 hours of night flying and appropriate aviation medical certificate are required for all pilot positions.

Pilots will carry out flying duties under the leadership of the Chief Pilot. Pilots are usually required to spend some nights away from base each month to complete planned flights.

We invite Pilots with in excess of 500 flight hours who are interested to contact us and discuss the opportunity and development that may be needed.

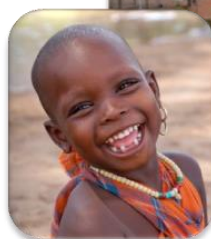
- 4 positions in PNG

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Experienced Pilots, (Various Locations) **CRITICAL**

An International Civil Aviation Organisation (ICAO) based Commercial Pilot Licence (CPL) with an instrument rating and appropriate aviation medical certificate is the minimum-licensing requirement for all pilot positions. Mission pilots will carry out flying duties under the leadership of the Chief Pilot.

These pilots are required to have a minimum of **1000** hours total flight time (which includes 500+ hours PIC) with appropriate experience or ratings as necessary. This could include experience on multi-engine or turbo-prop aircraft in order to operate our Cessna Caravans.

Pilots are usually required to spend some nights away from base each month to complete planned flights.

- 2 experienced positions in South Sudan
- 1 position in Bangladesh (Seaplane)

Quality, Safety & Security Manager, Arnhem Land **CRITICAL**

The Quality, Safety and Security Manager will be responsible for maintaining the Quality and Safety Management System (QMS) and ensuring the effective running of the Quality and Safety Management Systems within the Arnhem Land Programme.

They will also assist the MAFI Security Manager by carrying out Aviation Security Training and managing the local Aviation Security Program and being the local representative for the Drug and Alcohol Management Programme. The role may involve leading a small team of part time quality and safety officers or representatives.

All candidates will need to demonstrate good verbal, numerical and logical reasoning and a mechanical aptitude would be helpful.

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Area Director of Maintenance, Kenya

Based in Nairobi, the Area Director of Maintenance will ensure that MAF's flight operations in Kenya, South Sudan and Tanzania operate with airworthy aircraft and that all scheduled aircraft maintenance is accomplished within allowable timeframes and that any defects are rectified correctly.

Due to the nature of the setup of the operations, with the largest part of the aircraft fleet operating in South Sudan, close and immediate liaison with South Sudan programme is essential to be effective in this role.

Applicants need to possess a EASA or equivalent Maintenance Engineer Licence with appropriate type ratings and at least 3 years' experience maintaining fixed wing aircraft (including 1 year certifying aircraft for release to service)."

Aircraft Engineer – Training Specialist, Bangladesh CRITICAL

The Aircraft Engineer – Training Specialist will develop and train local aviation maintenance staff in order to improve technical skill and knowledge across the maintenance team. They will also facilitate those eligible to become licenced engineers and mentor senior staff members in their roles. They will identify areas of training, develop and carry out suitable training programmes and identify, schedule, and implement external training courses.

Other duties include assisting the Chief Engineer on single turbine engine aircraft as part of the overall maintenance operation, participating in the Safety Action Group and encouraging a proactive and positive safety culture.

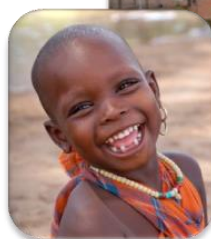
An ICAO AME licence without type rating and turbine engine experience is required. Prior experience in maintenance training is desirable.

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Experienced Aircraft Engineers (Various) **CRITICAL**

An International Civil Aviation Organisation (ICAO) based aviation maintenance licence is the minimum licensing requirement for all aviation maintenance vacancies. The post-holder must be able to demonstrate practical aviation maintenance experience.

They will work closely with the Chief Engineer as a part of the maintenance team working on single piston and/or turbine engine aircraft.

Duties include performing aircraft maintenance in accordance with appropriate standards and practices, supporting the effective performance and development of the aviation maintenance team and completing certification and documentation of work as required.

- 2 positions in Arnhem Land (if permission to work in Australia can be obtained) – **CRITICAL**
- 1 position in Mareeba (if permission to work in Australia can be obtained)
- 2 positions in Mount Hagen, PNG
- 1 position in Uganda

Deputy Director of Maintenance, South Sudan

Based in Juba, South Sudan and accountable to the Director of Maintenance based in Kenya, the post-holder will ensure the airworthiness and serviceability of aircraft based in South Sudan. They will ensure all required maintenance, mandatory modifications and Airworthiness Directives are accomplished in a timely manner; that all defect rectification is carried out or deferred appropriately, and that a Certificate of Release to Service is issued after inspection.

In addition, they will manage the efficient and effective use of resources, such as arranging cost effective contracts for the accomplishment of required maintenance activities, recommending changes to documented processes and procedures and maintaining optimum coordination between the maintenance service provider and the Flight Operations department in Juba.

The post-holder should have experience in aviation maintenance or flight operations, tracking and scheduling maintenance tasks and an aptitude for verbal, mechanical and numerical reasoning.

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Deputy Programme Manager, South Sudan

The post holder will act as a deputy for the Programme Manager during his absence and represent the PM at key meetings as necessary.

In addition they will ensure all operational activities in the programme are carried out within the approved annual budget by monitoring internal control systems and taking corrective action where necessary. They will also ensure that all operational activities of the programme are well coordinated by managing the heads of other departments within the programme.

The post holder should have previous management experience ideally in an aviation or cross cultural environment and excellent communication & interpersonal skills.

- 1 positions South Sudan

Building Maintenance & Projects Assistant, PNG

A Building Maintenance and Projects Assistant is required to effectively assist in managing the building maintenance program, construction projects and vehicle fleet. The post holder will also cover for the Building Maintenance and Projects Manager during absences.

They will required to assist in providing effective training and advise in the area of construction and maintenance. They will also assist with preparation of the Property and Vehicle Department budget and ensure all work complies with appropriate regulations and MAF safety policies.

The successful candidate will have a tertiary or trade qualification in a building industry skill and a proven track record in building construction and/or maintenance. They will be organised and methodical with a flexible, adaptive approach to problems.

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Project Grant Manager, Bangladesh **CRITICAL**

Based in Dhaka, Bangladesh, an exciting opportunity has arisen to manage high-demand institutional donor grants and engagement in order to develop the work and strategy of the MAF Bangladesh programme. The post holder will be instrumental in achieving results with efficiency, effectiveness and economy. Duties will include developing relationships with institutional donor aid agencies and the exploration of partnerships (including funding opportunities) as well as networking within the humanitarian and development sector. They will also be required to secure funding and manage grants. The successful applicant will hold a degree or equivalent qualification in an appropriate subject. They will have significant experience of managing relationships with institutional aid agencies such as DFID, the EU or USAID, together with a proven ability to write and present funding applications and reports. They will possess strong research and analytical skills with strong interpersonal, networking and influencing skills.

Building Maintenance & Projects Manager, PNG

A Building Maintenance and Projects Manager is required to effectively manage the nationwide MAF-PNG Building Maintenance Program, ongoing and future construction projects and vehicle fleet.

Duties will include providing effective leadership, ensuring that tradesmen are adequately trained, managing contracts with local suppliers, preparing property budgets, arranging building plans and ensuring all work complies with appropriate regulations.

A formal qualification in a building industry skill is essential as is proven experience in the management of building construction and/or maintenance.

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Deputy Operations Manager, South Sudan

The Deputy Operations Manager role will be to manage and exercise oversight of the operations/ground operations teams within the guidelines of the operations manager.

We require the job holder to be a strong role model for operations team members, providing encouragement, motivation and development plans and acting on behalf of the manager during leave, etc.

There will be a requirement for the job holder to support the overall management in relation to training, monitoring of staff attendance, absence and leave and ensuring high level of standards at all times and policies and procedures are followed.

This person will also provide an effective flight service so that every flight is monitored and appropriate emergency action is taken if required. Ensure MAF regulatory requirements are met in order to generate, retain and communicate with Partners. Oversee an effective system of flight reservations scheduling, invoicing and ensuring timely communication with partners.

The Job holder will have completed a recognised operations and flight dispatch course, have aviation experience including a valid and recognised pilot licence together with previous management experience

Corporate Services Manager, PNG Tech Services (CRMF)

Beginning in 1956 as CRMF (Christian Radio Missionary Fellowship), Technology Services in PNG is focused on keeping the remote communities connected to the outside world.

The Corporate Services Manager is responsible for achieving CRMF's vision, values and plans as described in the annual ministry plan in PNG within the guidelines and directions given by the CRMF Board.

Duties include leading, assessing and supporting the CRMF team, supervising the CRMF Radio network and financial operation, liaising with Church and Mission representatives to ensure the services provided meet the needs required, handling emergency calls and ensuring quality and safety management systems are in place and functioning.

The ideal candidate will have prior management experience and strong interpersonal skills, a sound knowledge of electronics and communications, be highly organised and able to meet deadlines and work under pressure. Cross cultural living and working experience is highly desirable as is the ability to live and work in a small community and contribute positively to it and the organisation.

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Hospitality and Transit Accommodation Coordinator, PNG

The jobholder will manage the MAF PNG hospitality and transit accommodation in order to support the work of MAF in Papua New Guinea. They will ensure that it is operated viably and in accordance with the objectives and guidelines established. The job holder will also provide accommodation and hospitality for MAF staff and visitors.

Other duties will include handling the day-to-day paperwork, managing the staff roster, monitoring wages, ensuring accommodation is clean and overseeing repairs and maintenance of buildings & equipment.

The jobholder will have previous experience in managing guest housing in a hotel or similar. Additionally, experience of managing effective teams who can provide a warm and friendly environment to visitors is essential.

Executive Assistant to the Country Director, PNG

We are looking for an experienced Executive Assistant to join the PNG Programme. Working at a high level you will have the authority to help manage and represent the needs and interests relating to the activities of the Country Director.

The EA will assist the Country Director in the day to day administrative tasks of the organisation, including management of diaries, events and meetings, taking minutes and managing the action streams.

Other duties will include liaising with government ministers, departments and other organisations, taking minutes, preparing documents, reports and spreadsheets and conducting research.

The job holder will have at least 3 years' experience in a similar position, be proactive and have a background in liaison, publication and communications. A knowledge of aviation terminology and regulations is desirable.

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Short-term Positions

Short-term assignments are occasionally available from MAF International as and when a specific need arises. These roles are generally salaried positions, range from 3 to 12 months and can be in any of our programmes across the world. Any suitable applicant for a particular short-term role will need to go through the full MAFI recruitment, assessment and induction process.

Short-term Deputy Programme Manager, South Sudan

The post holder will act as a deputy for the Programme Manager during his absence and represent the PM at key meetings as necessary.

In addition they will ensure all operational activities in the programme are carried out within the approved annual budget by monitoring internal control systems and taking corrective action where necessary. They will also ensure that all operational activities of the programme are well coordinated by managing the heads of other departments within the programme.

The post holder should have previous management experience ideally in an aviation or cross cultural environment and excellent communication & interpersonal skills.

- 1 positions South Sudan

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Teaching Positions

MAFI Africa Region is advertising the following teaching positions on behalf of international Christian schools that provide education for some of our missionary children. Any interested enquirers should contact the schools directly for further details of the available posts. Successful candidates will be employed directly by the schools.

Heritage International

Heritage International School (HIS) is an international Christian school located in Kampala, Uganda and is accredited by the Association of Christian Schools International (ACSI) and Middle States Association of Schools & Colleges (MSA). HIS currently has several openings for the 2018/2019 school year including

- Early Years Class Teacher
- Elementary French Teacher
- AP and Transitions Coordinator
- Secondary Social Studies/History Teacher
- Secondary PE Teacher/Sports Coordinator
- Secondary Mathematics Teacher
- Secondary English Teacher
- Secondary Science Teacher

For further information please refer to their website <http://www.heritage.co.ug> or contact Human Resources at: hr@heritage.co.ug.

Juba Christian Academy, S. Sudan

Juba Christian Academy in Juba, South Sudan, is seeking experienced teachers at the Preschool, Kindergarten and Elementary/Early Primary levels. Ideal candidates will be qualified teachers with a minimum of two years' experience and a commitment to Christ. JCA will provide teachers with accommodation and a monthly stipend. Please contact April Habeger at admin@jcasouthsudan.org for more information.

Highlands Christian Grammar

Highlands Christian Grammar is a young School in Mt Hagen, PNG. It provides quality education to missionary, expatriate and local business families. It uses Australian Curriculum for English, Maths and Science and PNG curriculum for other subjects. There are several positions available including an early years teacher and principal.

Visit www.highlandsgrammar.com for more information

Wellspring Academy

Wellspring Academy in N'Djamena, Chad, is a small, English-medium school that serves children of cross-cultural Christian workers. They teach grades 1-8, broken into three classrooms, using a multi-national curriculum.

Wellspring is seeking a teacher for grades 4-5 to start in August 2018. Please contact www.aimint.org if you are interested