

Vacancies

MAF UK

June 2016

Support Raising Roles



Summary of Vacancies

○ = Number of positions if more than 1

Operations

- **Operations Manager**, (Various Locations) **CRITICAL** (2)
- **Flight Programming Coordinator**, PNG
- **Deputy Operations Manager**, Arnhem Land
- **Ground Operations Manager**, South Sudan

Managers

- **Country Director**, PNG **CRITICAL**
- **Finance Manager**, PNG **CRITICAL**
- **IT Manager**, PNG **CRITICAL**
- **HR Manager**, PNG
- **Chief Engineer**, (Various) **CRITICAL**
- **Quality & Safety Manager**, Kenya
- **Area IT Manager**, (Various Locations)
- **Deputy Programme Manager/Operations Director**, PNG

Engineers

- **Experienced Aircraft Engineers** (Various) **CRITICAL** (8)
- **Deputy Director of Maintenance**, South Sudan
- **Avionics Engineers**, (Various Locations) (2)
- **Maintenance Controller**, Cairns

Pilots

- **Mission Pilots**, (Various Locations) **CRITICAL** (8)
- **Mission Pilots**, (Various Locations) (7)
- **Senior Flight Instructor**, Mareeba

Other roles

- **Technology Services Representative**, Arnhem Land
- **IT Short-term Roles**, MAF I
- **Home School Support Teacher**, Arnhem Land
- **Short-term Operations Manager**, (Various Locations) **CRITICAL**

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Country Director,

PNG **CRITICAL**

An exciting opportunity exists to lead and direct a MAF Programme. The post-holder will be responsible for ensuring the successful implementation of the programme strategy, reviewing priorities and managing the operational services offered to customers.

In addition this person will support the effective performance and physical and spiritual wellbeing of programme staff and develop partnerships with service users.

They will lead the Senior Management Team for the programme and will provide external representation of MAF.

The successful candidate will have excellent written and spoken English, demonstrated ability of successful leadership and/or management of a multi-cultural team, experience of working in a developing country and preferably experience of having worked in aviation or a related field.

Area IT Manager, (Various Locations)

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.

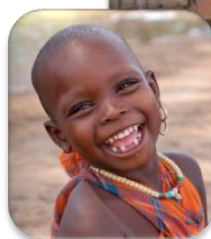
- 1 position based in Arnhem Land
- 1 position in East Africa (based in Kampala, Uganda)

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Quality & Safety Manager, Kenya

Based in Nairobi Kenya this person will be responsible for overseeing and/or running the MAFI Quality & Safety Management Systems in Kenya and South Sudan. Consequently travel will be a required part of this role. Responsibilities include development of a sound safety and quality culture, facilitation of the Safety Action Groups, hazard identification, risk assessment and root cause analysis.

This role will also act in support of the Head of Quality Safety & Security to provide help in Kenya and South Sudan by assisting with Quality & Safety management responsibilities, carrying out, first second and third party audits, carrying out investigations and running the local QSMS databases as required.

Experience in Quality and/or Safety management systems and appropriate experience in an aviation environment is required.

Technology Services Representative, Arnhem Land

The post-holder will research technology needs and opportunities in remote areas, establish and maintain relationships, plan and implement programme projects through to completion and maintain a high level of customer service and support.

The post-holder will need to have experience of working with a range of IT such as software and networking and be proficient in Microsoft applications.

Finance Manager, PNG CRITICAL

This person will be responsible for providing effective financial management including budgeting, reporting, performance monitoring and providing year end accounts for audit.

Other duties will include providing financial feedback to the Programme Manager and to departmental managers regarding the performance of their departments.

The role would suit a qualified accountant who is experienced in financial management, using MS Excel and financial software packages.

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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 and will have practical work and experience in measurements and maintain standards with previous experience in managing staff. They will have a good knowledge of aircraft and aviation activities appropriate to the role, together with a good level of communication in English.

Deputy Programme Manager/Operations Director, PNG

MAF is seeking a Deputy Programme Manager/Operations Director to assist the Programme Manager achieve MAF's vision, values and plans and to oversee the function and conduct of the operations.

This post holder will be required to manage all the departments assigned by the Programme Manager. They will manage the effectiveness of operations and participate in the overall management of the programme.

Duties will include ensuring an appropriate management structure is developed and sustained, that all operational staff are trained for their role, planning of operational strategies, overseeing the operational budget and leading/assisting with projects.

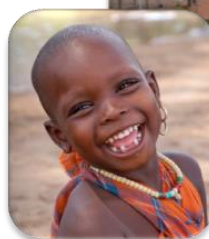
The candidate will be a high school graduate, have excellent spoken and written English and be computer literate. They will have held an ICAO Commercial Pilot or engineering licence, have previous aviation management experience and demonstrate Christian maturity and leadership.

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Mission Pilots, (Various Locations)

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.

PNG - 6 positions available

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.

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.

Arnhem Land - 1 position available

Applicants for 'Arnhem Land' must have a desire to work and live in Australian Aboriginal communities and have or be able to obtain permission to live and work in Australia and undertake conversion to Australian CPL.

Pilots with a minimum of **200** hours total flight time can apply as a Mission Pilot for Arnhem Land (CPL conversions in Australia require a minimum of 100 hours PIC).

Mission 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.

- 1 experienced position based in Mongolia - **CRITICAL**
- 5 experienced positions in South Sudan **CRITICAL**
- 1 basic position in South Sudan* **CRITICAL**
- 1 basic position in Chad

* Minimum of 500 hrs needed with 300 PIC

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Deputy Operations Manager, Arnhem Land

MAF International is seeking a Deputy Operations Manager to help coordinate the ground and flight support systems and associated staff. You will support the Operations Manager by enhancing stewardship of resources and personnel, enhancing partnerships with other missions and aviation organisations and enhancing excellence in MAF standards and procedures.

The post-holder should have experience in aviation operations or a related field together with management experience.

Home School Support Teacher, Arnhem Land

MAF I Asia Pacific is seeking a person who will be responsible for partnering with parents to create and implement pre-school and school aged curriculum. This person will be able to assess and teach a wide age group of children

This person must have a primary school teaching level qualification from a recognised training provider. Experience in good communication, a flair for organising group activities and a willingness to travel between remote communities is also a minimum requirement of this role.

Operations Manager, (Various Locations) **CRITICAL**

This person will be responsible for overseeing and managing the operations department.

The job holder will be required to ensure the safe and efficient organisation and scheduling of MAF flight operations, ensure that the flight and ground operations comply with applicable standards, legislation and safety policies; manage the performance and development of the Operations team and develop partnerships with service providers and customers.

The successful applicant will hold a Commercial Pilot's Licence and have appropriate experience in the aviation industry. Flexibility, service orientation and good communication skills are a requirement of this post along with experience of having worked in a management capacity.

- 1 position in South Sudan - **CRITICAL**
- 1 position in Uganda

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Chief Engineer, (Various) **CRITICAL**

The Chief Engineer is responsible for the management of the aviation maintenance team and the overall maintenance operation. The post-holder must be able to demonstrate extensive aviation maintenance experience, have management or supervisory training or experience, plus the competencies necessary to take on this leadership role.

Duties will include maintenance control, certification of aircraft, hangar upkeep, stock control and the management and development of other aviation maintenance staff.

An ICAO AME Licence without type rating and 5 years aircraft maintenance experience is required for the Bangladesh role.

- 1 position in Bangladesh – **CRITICAL**
- 1 position in Chad – **CRITICAL**

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.

- 3 positions in Mount Hagen, PNG - **CRITICAL**
- 4 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)

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HR Manager, PNG

The post-holder will be a Human Resources professional with proven management experience to support the Programme Leadership team and programme staff, providing general human resources advice and support. Other duties will include;

Managing the workforce planning and HR database, managing the recruitment and induction activities of the programme, developing and overseeing performance management including discipline and grievance, coordination and development of staff support and well-being, advising and supporting the leadership on all HR related matters and continually implementing HR innovations ensuring compliance within all relevant legal and regulatory frameworks.

The successful candidate will be able to significantly demonstrate experience in a similar role and have good negotiation skills, cross cultural experience, the ability to quickly establish credibility with stakeholders, excellent spoken and written English and a willingness to travel.

IT Manager,

PNG **CRITICAL**

PNG is a country made up of exotic cultures, wildlife and pristine natural landscapes and intertwined is a remote and isolated Christian church that needs support and encouragement.

MAF is strategically placed to be able to support this local church and peoples and our PNG team based in Mt Hagen are in need of an IT Manager to assist us in achieving our vision for PNG.

This role requires someone with a successful background of at least 3 years in the IT field and official qualifications or training in IT from a certified training provider.

You will be responsible for maintain the IT infrastructure for our PNG operations, leading a team of PNG national IT staff, creating budgets and developing business strategies. It is desirable you have knowledge of and experience in Microsoft servers, Linux Servers, MS SQL 2008, email systems, network architecture, maintenance and IT security.

This role includes the training of MAF I staff in IT therefore training experience is required and some cross cultural experienced preferred.

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Maintenance Controller, Cairns

MAF I is seeking a Maintenance Controller to ensure the airworthiness and serviceability of all MAF Australian registered aircraft other than ALCA fleet.

The post holder will be required to ensure that the required aircraft and programme documentation is current and complete, they will manage the effective and efficient use of resources and manage compliance and continual improvement in the maintenance control department. They will be required to deputise for the Head of Airworthiness in their absence.

The successful Applicant will need to have strong maintenance/facilities/stock management and analytical experience. Coupled with good IT skills you should be willing to learn the intricacies of the aviation industry and maintenance scheduling and/or qualifications as an Aircraft maintenance engineer or Aerospace/Mechanical Engineer (licenced would be an advantage) with good analytical and IT Skills.

They should also have an awareness of Human Factors in Aviation Maintenance and Health & Safety principles.

Flight Programming Coordinator, PNG

One of MAF's largest programmes, PNG has 9 bases across the country with our fleet of 12 aircraft positioned at 5 of the bases, flying between them all and the 250-300 Bush strips we serve. This creates a complicated country-wide flight programme, requiring good forward planning and a reasonable amount of flexibility to meet medevac and pilot training requirements.

Based in Mt Hagen, but with the need to visit all other bases, the post-holder will be responsible for overseeing the programming of MAF aircraft routes throughout PNG, including direct line management of the Mt Hagen Programmers, overseeing the MAF PNG flight subsidy budget, taking bookings for large charters from national and international organisations and managing the MAF flight programming computer software.

The successful applicant will be well organised, methodical, a patient team player, possess excellent cross-cultural communication skills and be able to think outside the box in order to come up with innovative solutions to problems that may present themselves. The more efficient the flight programme is, the more people across the country MAF are able to serve.

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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.

Senior Flight Instructor, Mareeba

The post holder will need to be at least Grade 2 (or equivalent). They will need to hold, or have held, a Command Instrument Rating together with an Instrument Training Approval on their Grade 2 Instructor Rating, or have MAF Programme Check and Training experience in Instrument Rating Training and/or Renewals.

Persons with less than these qualifications, but who are working towards them are encouraged to express their interest.

Avionics Engineers, (Various Locations)

The post-holder will hold an International Civil Aviation Organisation (ICAO) based licence and have a minimum of two years of experience. Responsibilities include the installation, maintenance, testing and certification of aircraft avionics. A major upgrade of the avionics systems in MAF's aircraft fleet is being planned to enhance reliability, efficiency and safety of operations.

- 1 position in Kenya
- 1 position in Uganda

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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 MAF I recruitment, assessment and induction process.

IT Short-term Roles, MAF I

MAF International regularly has short-term IT roles available. These roles can be for specific projects, to cover for IT staff away on home assignment, or to fill staffing gaps whilst replacement permanent staff are recruited.

Essential skills and/or experience are:

- Windows server management
- Network management
- Desktop management and troubleshooting
- Microsoft Office
- Good customer service

Desirable skills and/or experience are:

- Living overseas
- Working in a distributed team

Short-term Operations Manager, (Various Locations) **CRITICAL**

Short-term Operations Managers are sought for various locations. The role would be for a minimum of 6 months up to 1 year. This person will be responsible for overseeing and managing the operations department.

The job holder will be required to ensure the safe and efficient organisation and scheduling of MAF flight operations, ensure that the flight and ground operations comply with applicable standards, legislation and safety policies; manage the performance and development of the Operations team and develop partnerships with service providers and customers.

The successful applicant will hold a Commercial Pilot's Licence and have appropriate experience in the aviation industry. Flexibility, service orientation and good communication skills are a requirement of this post along with experience of having worked in a management capacity.

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Teaching Positions

MAF I 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.

Haven of Peace Academy

Haven of Peace Academy, an international Christian school overlooking the Indian Ocean in Dar es Salaam, Tanzania. For the 2015/2016 school year we are URGENTLY looking for:

- Upper Primary Teacher
- Special Needs Teacher
- PE Teacher
- Library & Media Specialist
- Operations Manager
- Communications Officer

If you are interested in learning more about the school and these openings, explore HOPAC's website at www.hopac.net or email the Personnel Coordinator at personnel@hopac.net for more information.

Heritage International

Heritage International School is an international Christian school located in Kampala, Uganda and currently has several openings for the 2015/2016 school year including elementary and secondary school teachers. For further information please refer to their website <http://www.heritage.co.ug> or contact the HR Team 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.

Wellspring Academy

Wellspring Academy, a small AIM school in the capital city of N'Djamena, Chad offering education to children of cross-cultural Christian workers, needs 2 teaching positions filled for the 2015/2016 school year.

Each teacher needs to be experienced, certified and enthusiastic about the work God is doing in Chad. Cross cultural experience and multiple grade experience would both be helpful but are not essential.

A teacher for grades 7 and 8 is needed and another for grades 4, 5, and 6. Wellspring teachers have been served through AIM to date. You can explore these openings at www.aimint.org and/or the school website www.wellspringacademychad.org.

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. Several teaching positions are available.

Visit www.highlandsgrammar.com for more information