

JOB VACANCY

DATE: 10/08/2023

Job Title: Operations Officer (Flight Dispatch)

Reporting to: Operations & Logistics Lead

Job Location: Juba South Sudan



Our client, a logistics company with operations in South Sudan, Kenya, Uganda, and UAE are searching for an **Operations Officer (Flight Dispatch)** to join their team focused Human Capital in Juba, South Sudan.

Key Responsibilities.

- Monitor and adjust turnaround schedules for aircraft arrivals and departures in the event of delays.
- Prepare post-flight documents, creating one set for Ops filing and another set for billing purposes.
- Create a table outlining runway type and condition to be provided to the crew prior to departure.
- Ensure all aircraft and crew documents are current and well-maintained in the shared drive.
- Generate a report from Skytrack, or if unavailable, obtain a flight report from the Ops Manager for the entire month.
- Collect crew reports from Aircraft Owners.
- Collaborate closely with the Business Development team and operations communications officer to ensure smooth flight operations.
- Monitor booking requests from clients on the booking email or through the BD team.
- Plan and schedule actual flight dates in real-time on the SharePoint flight schedule.
- Provide real-time updates to the flight schedule.
- Share updated flight schedules with relevant parties every morning.

Skills, Competencies and Experience.

The successful candidate will be required to have the following skills and competencies:

- Bachelor's degree in aviation operations or equivalent.
- Flight Dispatcher Course.
- Flight Operations Officer License.
- Proficiency in MS Office.
- Working experience in ERP Systems.
- Keen and has attention to detail.
- Valid Driver's License.
- Can work under pressure.
- Ability to work well in a team.
- Ability to concentrate for long periods.





- Excellent oral and written communication skills.

How to Apply.

Interested candidates may submit their application by attaching a current CV detailing their experience for the post including daytime telephone contacts and three referees, preferably previous line managers to jobs@shimahr.com or physically drop them at ShimaHR Office located at Hamza Inn on or before **Friday 1st September 2023**. Clearly indicate the Job Reference No. **VAC6/2023 Operations Officer (Flight Dispatch)** on the subject line of your email.

Our client is an Equal Opportunity Employer. Female Candidates are encouraged to Apply.

