



## TERMS OF REFERENCE

**Job Title:** National – Aviation Ramp Attendant  
**Responsible to:** Aviation Officer  
**Locations:** Juba  
**Positions required:** 35  
**Country:** South Sudan  
**Deadline:** 13/June/2023



### Organization Context:

This Job is found within Client's operations in RoSS and involves and involves work at an airport or airfield.

### Job Purpose:

Handling luggage and cargo during the various stages of Clients operation; assist with passengers handling and check -in process.

### Key responsibilities (not all- inclusive, nor exhaustive):

- Handling/load/offload baggage and cargo, including dangerous goods.
- Weigh presented luggage and cargo; record the correct weight before presenting manifesting.
- Upon request, present the outbound cargo to the crew.
- When required, support AVSEC procedures (i.e., baggage/cargo/passengers searches, etc).
- Assist with passengers handling and check-in process.
- Maintain good relations with clients; provide them assistance whenever necessary.
- Ensure that Clients storage is properly arranged, so cargo is easily indefinable and movable.
- Report any anomalies to the supervisor to support accurate, safe and effective operations, both on the ramp and in Clients facilities.
- Any other task as assigned by the supervisor.



**Standard minimum qualifications and experiences**

**Education:** Completion of primary school education.

**Experiences:**

- Minimum two years' experience.
- Experience in loading and off-loading baggage and cargo, to and from vehicles and aircraft
- Experience in dealing with passengers.

**Knowledge & Skills:**

- Physically fit to lift 30kg.
- Experience is scrutinizing/searching cargo and handling dangerous goods cargo.
- Knowledge of aviation safety and security precautions.
- Ability to work in multicultural environment.
- Ability to work in a team.
- Ability to work in all weather conditions.
- High sense of responsibility and punctuality.
- Honestly and integrity.

**Language:** Fluency (Level C) in English (both Verbally and in writing). Knowledge of local language and another UN language is an asset.

To apply for this role please send your CV and Cover letter most preferably by email to the address: [southsudan@ctg.org](mailto:southsudan@ctg.org)

In Juba – please deliver your application to CTG office in Rock city near to South Sudan Football Associations.

**IMPORTANT REQUEST**

- Please make sure the subject of your email states "locations on Application", or your application might be overlooked.
  - Kindly avoid naming your CV as CV, Updated CV, by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

