

## Job Specification

**Job Title**                    **Aviation Safety and Security Manager**

<b>Category</b>	Permanent Position
<b>Division</b>	Cargo Development and Operations
<b>Reporting To</b>	Manager: Cargo Terminal
<b>Job Level</b>	Paterson D2
<b>Job Purpose</b>	<p>To drive risk management, aviation safety and security, occupational health and safety and quality compliance across the Cargo Operations to ensure that DTPC maintains the relevant certification, drives continuous improvement and meets international aviation security and recommended practices (SARPs).</p> <p>To monitor Aviation Security Standards and ensure cargo operations compliance with the National Aviation Security Plan (NASP) and other related Civil Aviation Regulations. (CARs).</p> <p>To promote Aviation Security and ensure effectiveness of systems in place and compliance with the NASP and CARs Part 108</p>
<b>Key Performance Areas</b>	<p><b>Strategy Execution</b></p> <ul style="list-style-type: none"> <li>● Work in conjunction with the Operations, Technical and Transport and Logistics Managers to co-create the aviation safety and security business plan for the Cargo Terminal in line with the Cargo, Development, Operations and Security strategy, based on a 1 to 5 year view of requirements;</li> <li>● Implement the developed business plan;</li> <li>● Drive the implementation of improvements in aviation safety and security systems and occupational health and safety processes and systems to achieve improvements and maintain the highest standards in safety, health, security and quality; and</li> <li>● Network and build relationships across the cargo terminal operations, particularly at the management levels to facilitate awareness and compliance.</li> </ul>

<b>Strategic Insight and Technical Expertise</b>	<ul style="list-style-type: none"><li>● Provide technical, and advisory support to internal and external customers and stakeholders;</li><li>● Provide timely advice and assistance on aviation safety and security matters to managers at all levels;</li><li>● Participate in safety and security committees of external parties (i.e. ACSA, SAPS and any other external party that contributes to operational implementation of the existing safety and security plans for the cargo terminal</li><li>● Interpret and communicate safety legislation, standards and codes;</li><li>● Play the role of management representative for ISO accreditation or similar accreditation of the Cargo Operation;</li><li>● Provide information, highlight key risks and provide technical support to the Manager: Cargo Terminal;</li><li>● Define and maintain aviation-related and cargo operations quality assurance; safety and security; occupational health and safety; and risk management policies and procedures;</li><li>● Create quality assurance visibility and alignment through effective communication and increased synergy and connectivity across work streams and divisions;</li><li>● Provide technical expertise for the compilation of training material and policy manuals to ensure knowledge transfer; and</li><li>● Utilise networking and development opportunities to remain abreast of the latest trends and technology.</li></ul>
<b>Risk Management</b>	<ul style="list-style-type: none"><li>● Manage the compliance of the Cargo Operations in line with existing National Key Point requirements;</li><li>● Monitor critical control measures in the Cargo Terminal and conduct weekly planning meetings with Cargo Operations management;</li><li>● Coordinate the Cargo Operations risk committee and ensure agendas are compiled and issues and actions are minuted;</li><li>● Plan and conduct safety and security risk/threat assessment audits;</li><li>● Compile the ICAO Safety Management System standards and report the same to the cargo manager.</li><li>● Conduct annual risk workshops for all components;</li><li>● Investigate and submit for processing to Finance division, any insurance claims relating to Cargo</li></ul>

	<p>Operations and resolve any operational queries</p> <ul style="list-style-type: none"> <li>● Receive, Investigate, resolve queries and liaise with legal advisors with regards to all summons' timeously to avoid legal action against DTPC for any Cargo Operations incidents;</li> <li>● Maintain the security and safety risk register;</li> <li>● Manage the aviation legal register for the Cargo Terminal;</li> <li>● Oversee environmental management and the handling of dangerous goods; and</li> <li>● Oversee the investigation of all major incidents through to close out of corrective action.</li> </ul>
	<p><b>Benchmarking</b></p> <ul style="list-style-type: none"> <li>● Manage the database of aviation safety and security and occupational health and safety performance indicators;</li> <li>● Analyse data to extract statistics and compile performance reports;</li> <li>● Define performance indicators for continuous improvement benchmarking in the areas of safety and security; and</li> <li>● Establish a periodic review system to ensure effectiveness.</li> </ul>
	<p><b>Aviation Safety and Security Management</b></p> <ul style="list-style-type: none"> <li>● Drive aviation security compliance in accordance with SA CAA regulations;</li> <li>● Maintain the security and safety manuals (for the Cargo Terminal and the TradeHouse);</li> <li>● Manage the outsourced security staff on a daily basis;</li> <li>● Liaise with SAPS regarding Cargo Terminal and TradeHouse issues;</li> <li>● Manage the contract with contract security service provider for the Cargo Terminal and TradeHouse and develop and implement QMS for the security contract;</li> <li>● Manage the day-to-day operation of the CCTV and access control system for the Cargo Terminal and TradeHouse;</li> <li>● Manage formal and <i>ad hoc</i> inspections by the CAA including answering queries, and ensuring access;</li> <li>● Conduct investigations of any security incidents and submit incident reports;</li> <li>● Manage the provision of and directly provide (where necessary) training on safety and security compliance requirements;</li> <li>● Ensure all standard operating procedures as laid out in the security programme are adhered to;</li> </ul>

	<ul style="list-style-type: none"> <li>● Communicate and work with aviation security consultants to ensure that new regulations introduced by the CAA are implemented and the necessary training either given or arranged for relevant employees;</li> <li>● Ensure compliance with aviation safety and security training regulations and that all appropriate staff are put forward for necessary refresher training;</li> <li>● Ensure compliance to SA CAA regulations and technical standards in the applicable areas of TradeHouse, relating to Aviation Security;</li> <li>● Conduct regular aviation safety and security audits evaluations, surveys, threat analysis, etc. for the Cargo terminal and TradeHouse;</li> <li>● Track corrective actions and action items to ensure compliance is established and maintained;</li> <li>● Manage the entrenchment of desired safety behaviours;</li> <li>● Develop and manage the implementation of systems, procedures and techniques to enhance individual and group pre-emptive capacity and awareness;</li> <li>● Ensure effective Emergency Response Plans are in place including liaison with tenants, communities, ACSA and municipal services for the Cargo Terminal and TradeHouse environments; and</li> <li>● Develop and drive testing programmes for ERP's and analyse results.</li> </ul>
<p><b>Project Management</b></p>	<ul style="list-style-type: none"> <li>● Participate in project meetings to provide support and report on legal, aviation safety and security and quality issues;</li> <li>● Proactively identify risks associated with projects; and</li> <li>● Set the critical path of each project relating to aviation safety and security and quality risk for the warehousing and transportation teams.</li> </ul>
<p><b>Occupational Health and Safety Management</b></p>	<ul style="list-style-type: none"> <li>● Drive the organizational health and safety compliance with legislation, including the establishment of committees and appointment of delegated officers;</li> <li>● Develop the budget for Aviation Safety and Security Department in the Cargo Terminal in accordance with the developed business plan;</li> <li>● Manage the Aviation Safety and Security budget for the Cargo Terminal within 5% variance for the</li> </ul>

	<p>financial year;</p> <ul style="list-style-type: none"> <li>• Ensure reports of injuries to the COID commissioner are completed, followed up and appropriately administered;</li> <li>• Identify site-specific health risks;</li> <li>• Co-ordinate and implement Occupational Safety and Health Programmes as developed by the DTPC OHS Manager; and</li> <li>• Compile and submit required OHSA reports to the manager cargo terminal.</li> </ul>
	<p><b>Communication and Co-ordination</b></p> <ul style="list-style-type: none"> <li>• Communicate legislative requirements of the Occupational Health and Safety Act;</li> <li>• Drive campaigns and develop tools, techniques and systems to facilitate stakeholder process safety awareness and personal responsibility; and</li> <li>• Manage the implementation of process safety checklists and audits, particularly focusing on planning, warehouse design and maintenance.</li> </ul>
	<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Manage and motivate staff to achieve maximum performance by training, mentoring &amp; skills development;</li> <li>• Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously;</li> <li>• Plan for and manage recruitment needs for the area of responsibility;</li> <li>• Ensures that the working environment contributes to improving staff morale and increasing productivity; and</li> <li>• Provides leadership that demonstrates the values of DTPC.</li> </ul>

**Qualifications,  
Knowledge,  
Skills and  
Competencies  
Required**

- Degree or equivalent in transport economics and logistics, or similar field related to aviation and/or air cargo; AND
- International Air Transport Association (IATA) Management qualification in management/aviation security; or ICAO qualification related to Management/Security Management.
- The following qualification/s will be advantageous:
  - Aviation Cargo and Mail Security qualification
  - Forensic interviewing and investigation training
  - Practical Project Management
  - Quality management in aviation
- 8 years' operational experience in a safety and security function with 5 years aviation safety and/or security experience at management level in an aviation environment.
- Planning, organisation and coordination;
- Negotiation;
- Relationship building;
- Computer literacy (MS Office);
- Verbal and written communication;
- Leadership;
- Interpersonal;
- Logical thinking;
- Innovative and creative thinking;
- Problem solving;
- Critical thinking;
- Decision-making;
- Analytical and evaluative thinking;
- Able to synthesize information from disparate sources and deliver comprehensive, balanced and actionable analysis;
- Organisational awareness;
- Compliance focused;
- Attention to detail; and
- Able to interact at all levels of the organisation.

**Posting Date**

16 September 2020

**Closing Date**

5 October 2020

**Employment  
Equity**

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

The process will consist of the following steps:

**Recruitment  
and Selection  
Process**

- Shortlisting of CVs based on minimum requirements of the role;
- 1<sup>st</sup> Round Panel Interview;
- Psychometric Assessment/s;
- Verification Checks; and
- 2<sup>nd</sup> Round Panel Interview, if required.

<b>Verification Checks</b>	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"><li>● Criminal;</li><li>● Credit (position of trust) and Financial dealings, if relevant to position;</li><li>● Qualifications;</li><li>● Reference Checks;</li><li>● South African citizen; and</li><li>● Positive verification of current remuneration package.</li></ul>
<b>Remuneration and Benefits</b>	<p>R666,426 – R999,639 Annual Package on a total cost to company basis. Cellphone allowance of R800 per month. 22 Working days leave per annum.</p>
<b>Application Forwarding Details</b>	<p>Applications, including a detailed CV, must be forwarded to <a href="mailto:HR@dubetradeport.co.za">HR@dubetradeport.co.za</a>.</p> <p>Please ensure that the vacancy being applied for is clearly indicated on your application.</p> <p>Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.</p>