

AFRICAN AIRLINES ASSOCIATION VACANCY ANNOUNCEMENT

Position: Director Government, Legal & Industry Affairs

Duty Location: Nairobi, Kenya

Application deadline: 19 November 2018

The African Airlines Association (AFRAA) invites applications from suitably qualified candidates for the position of **DIRECTOR** to head the **GOVERNMENT, LEGAL & INDUSTRY AFFAIRS DEPARTMENT** in its Nairobi head-office, Kenya. The Director will assist the Secretary General in the discharge of his duties including the responsibilities of managing and efficiently running the Secretariat.

The African Airlines Association (AFRAA) is a non-profit regional trade organisation whose membership comprises airlines registered in African States. It's aimed at promoting the development of safe, reliable, economical and efficient air transport services to, from, within and through Africa and to foster closer commercial and technical cooperation among members.

OVERALL RESPONSIBILITIES

The Director Government, Legal & Industry Affairs provides services to the Association through the development and implementation of objectives, plans and policies covering the activities of the Government, Legal & Industry Affairs Department. He/she coordinates and facilitates the activities and work of Task Forces and Steering Committees of the Association in areas of legal, government, regulatory, industry affairs and aero politics.

The Director's responsibility will include to:

- Work closely with stakeholders to ensure AFRAA members operate in a regulatory environment that enables the industry to grow upon fair competition.
- Liaise with international and regional organisations such as AU, IATA, ICAO, AFCAC, AEA, ALTA, AACO, AASA and other similar organizations on matters of mutual interest and joint activities.
- Represent AFRAA and promote AFRAA positions in meetings related to aero-political and industry affairs.
- Escalate aero-political issues to high level African Authorities to enable them to handle these issues for positive outcomes to member airlines.
- Increase advocacy reach of AFRAA and lobby government agencies and stakeholders that could influence the decisions related to the aviation industry in Africa.
- Identify any relevant points in new policy briefs, regulations or guidelines introduced by governments, authorities, international organizations and affecting member airlines interests.
- Develop AFRAA position papers on aero-political, legal and regulatory matters.
- Provide oversight and advice on legal and litigation matters.
- Provide oversight of regulatory and legal compliance of the Association.

- Monitor current and future AFRAA projects related to industry affairs.
- Acts as Secretary to Task Forces and Steering Committees and other Ad hoc Committees within the areas of his responsibilities and as assigned by the Secretary General from time to time.
- Develops, recommends and implements any issues for consideration by a Task Force with common interest to reduce costs or increase revenue to member airlines.
- Recruit new members and partners and maintain good value for membership and partnership programs.
- Perform other related duties as assigned by the Secretary General.

MINIMUM QUALIFICATIONS

- University degree or equivalent in a relevant field of study from a recognized institution
- National of an African State with a successful track record at management level
- At least ten (10) years work experience in the aviation industry
- Fluent in English and/or French. Ability to communicate and work in both languages an advantage
- Computer literate and proficient in using standard office computer software applications

COMPETENCIES

- Good understanding of air transport developments from an industry and government viewpoint
- Proven track record in leadership and performance and knowledge of the African air transport industry issues
- Competence to assess priorities and manage a variety of activities in a time-sensitive environment and meet competing deadlines with attention to detail
- Ability to successfully lead teams that respond to and meet the challenges of African airlines in today's fast-changing business environment
- Excellent interpersonal skills and demonstrated ability to interact professionally with industry executives, partners and consultants
- Excellent organizational, oral and written communication skills
- In-depth knowledge of multilateral negotiations and the conduct of meetings and conferences
- Good stakeholder management skills
- Impeachable record of honesty of personal integrity

TERMS AND CONDITIONS OF EMPLOYMENT

The principal terms and conditions of employment including salary and benefits shall be the standard terms and conditions of employment of AFRAA which shall be confirmed prior to selection of a candidate. These include among others 6 months, probation period, monthly salary, benefits and allowances as per AFRAA policy and salary adjustment based on performance. A candidate should indicate understanding and acceptance of the principal terms and conditions prior to selection.

HOW TO APPLY

Applications can be submitted either electronically or by registered mail and clearly marked "**Confidential and Personal**".

- i. Applications together with attachments, references and a motivation letter for the post may be sent electronically to: aberthe@afraa.org
- ii. Registered mail applications together with attachments, references and a motivation letter for the post should be addressed to:

**The Secretary General
African Airlines Association
AFRAA Building
Off Mombasa & Red Cross Roads
P. O. Box 20116 - 00200
Nairobi, Kenya**

The African Airlines Association (AFRAA) is an equal opportunity employer offering employment without regard to colour, religion or gender.

PLEASE NOTE THAT ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED