



## ZAMBIA AIR SERVICES TRAINING INSTITUTE

### EMPLOYMENT OPPORTUNITIES

Zambia Air Services Training Institute (ZASTI) is a Training Institution under the Ministry of Transport and Communications whose mission is to effectively provide quality training and support services in order to contribute to safety and growth of the aviation industry. ZASTI is mandated to produce human resource required for the civil aviation industry.

As an equal opportunity employer, ZASTI is looking for suitably qualified, dynamic and self-motivated Zambian nationals to fill the following positions: -

#### VICE PRINCIPAL - LUSAKA

##### 1.0 Job Summary

To assist the Principal in managing, monitoring and coordinating the training and other activities to ensure effective planning, mobilization and control of the available resource at ZASTI. The Vice Principal who is also the Compliance Manager is responsible in ensuring that the institute is compliant with the Civil Aviation Requirements and other related legislation.

##### 2.0 Main Duties

- i. Regularly consults with Heads of Training, with respect to the potential and progress of students.
- ii. Assists in reviewing Approved Training Organization (ATO) procedures, standards and methods in line with the CAA requirements
- iii. Ensures that ATO Standards are maintained by Instructors and students.
- iv. Keep abreast with technical, and operational changes and recommend where necessary, to the Principal.
- v. Checks and keeps record of all relevant ATO Training Forms and submits them, together with any special recommendations to the Principal.
- vi. Ensures that records required by the CAA and Training and Procedures Manuals are accurately updated and maintained.

##### 3.0 Minimum Requirements

- i. Full Grade 12 School Certificate
- ii. Degree in any technical field or Business Administration with 5 years post qualification work experience, of which three (3) years should be at Management level preferably in the Aviation industry.

- iii. Diploma in any Aviation Discipline, with eight (8) post qualification work experience of which three (3) years should be at Management level preferably in the Aviation industry.
- iv. Fully paid Member of a Professional Association and/or valid professional license
- v. Certificate in Teaching Methodology will be an added advantage

#### **4.0 Required Competencies and Personal Attributes**

- i. Strategic/Business planning skills
- ii. High level of analytical ability
- iii. Good instructional skills
- iv. Good Communication skills- both written and oral
- v. Good interpersonal skills
- vi. Basic computer skills

### **INTERNAL AUDITOR - LUSAKA**

#### **1.0 Job Summary**

To provide assurance to the ZASTI Management Team and the Board of Directors on the adequacy, effectiveness and efficiency of the Governance, Risk Management and control systems for the institute.

#### **2.0 Main Duties**

- (i) Prepares and implements a risk-based internal audit plan.
- (ii) Develop audit programs for all auditable areas in the audit universe and ensure that the audit cycle is effectively and efficiently managed.
- (iii) Ensure control systems in place manage significant exposures to risks and ensure the integrity and reliability of both financial and non-financial records.
- (iv) Evaluates and assesses systems of controls for consistent operation and effectiveness and identify any vulnerabilities in the systems with a view of recommending improvements.
- (v) Assist management in ensuring compliance to internal policies and regulatory framework that has a bearing on the institute.
- (vi) Provide independent and objective assurance on how well the risk management framework put in place by the Board of Directors is operating and recommend improvements where necessary.
- (vii) Ensure that results of all audits are accurate and communicated to management and other key stakeholders in a timely manner.
- (viii) Undertakes pre-audits of all payments and significant income.
- (ix) Maintain a reasonably healthy link with external auditors
- (x) Undertake any other assignments as may be requested by the Board of Directors or Management.

#### **3.0 Minimum Requirements**

- (i) Full Grade 12 Certificate
- (ii) Degree in Accounting/ Full ACCA/CIMA or equivalent
- (iii) Paid up Member of Zambia Institute of Chartered Accountants
- (iv) 5 years proven working experience as an Internal Auditor

#### **4.0 Required Competencies and Personal Attributes**

- (i) Operating knowledge of and experience with Word processing, spreadsheets and internet
- (ii) Competency in accounting and auditing software
- (iii) Strong oral and written communication,
- (iv) Strong analytical and decision making skills.
- (v) Ability to maintain confidentiality in all aspects of the job.

All application letters, curriculum vitae with traceable references and copies of certificates should reach the undersigned not later than **28<sup>th</sup> February 2020**. Note that only short listed candidates will be contacted.

**The Principal**  
**Zambia Air Services Training Institute**  
**Kenneth Kaunda International Airport**  
**Corner of Airport Road and Kasisi Road**  
**P.O. Box 310198**  
**LUSAKA**

**Website: [www.zasti.ac.zm](http://www.zasti.ac.zm).**