



## JOB OPENING

### FLIGHT OPERATIONS INTERN AFD/OPS/02-2024

#### 1. IDENTIFICATION

1.1	Job title	Flight Operations Intern
1.2	Reporting to	Flight Operations Manager
1.3	Number of Positions	Two (2)
1.4	Unit	Operations
1.5	Physical Location	AMREF Flying Doctors, Wilson Airport, Nairobi

#### 2. MAIN PURPOSE OF JOB

The primary purpose of this position is to assist in the efficient coordination of flight operations, ensuring safety and compliance with aviation regulations. The role involves supporting flight planning, maintaining effective communication with aircraft commanders, monitoring flight operations, and providing administrative support to the Operations Department as per Kenya Civil Aviation Regulations and Company Policy.

#### 3. DUTIES AND RESPONSIBILITIES

Key area	Activities	Discretion
Flight Planning	<ul style="list-style-type: none"><li>Assist the flight operations in coordinating and executing daily flight operations in alignment with client expectations and aviation requirements.</li><li>Contribute to flight planning and dispatch processes, adhering to company Standard Operating Procedures (SOPs) under supervision.</li><li>Ensure timely completion and submission of flight plans for active flights.</li><li>Facilitate clearance processes by delivering manifests to immigration offices.</li><li>Maintain comprehensive records, including flight and event logs, aircrew flying records, and operations records for inbound and outbound flights.</li></ul>	In liaison with the supervisor

<b>Flight Monitoring &amp; Effective Communication</b>	<ul style="list-style-type: none"> <li>Establishing and managing air-to-ground and point-to-point radio communication with aircraft commanders.</li> <li>Assisting with data entry of all relevant flight information into the company database system as well as post-flight filing of flight operations documents, for monitoring purposes.</li> <li>Establish and manage air-to-ground and point-to-point radio communication with aircraft commanders.</li> <li>Assist in data entry of relevant flight information into the company's database system and post-flight filing of documents for monitoring purposes, in liaison with the supervisor.</li> </ul>	In liaison with the supervisor
<b>Flight Operations administration</b>	<ul style="list-style-type: none"> <li>Offering administrative assistance to the Operations Department, including tasks such as organizing and replenishing stationery supplies to align with departmental demands.</li> <li>Attending to any additional work-related assignments delegated by the Operations Manager, and duty officer.</li> <li>Provide administrative assistance to the Operations Department, such as organizing and replenishing stationery supplies according to departmental needs.</li> <li>Attend to additional work-related assignments as delegated by the Operations Manager and duty officer.</li> </ul>	In liaison with the supervisor

## 4. QUALIFICATIONS

### 4.1 Minimum Education

- Diploma in Flight Operations/Dispatch.
- Knowledge of radio communication.
- Proficiency in computer applications (Word, Excel, PowerPoint, Outlook, Internet).

### 4.2 Skills and Competencies

- Excellent verbal and written communication skills
- Excellent interpersonal skills.
- Effective time management.
- Ability to work with teams and within a team.
- Dependable, flexible and the capability to work in a fast-paced environment.
- Ability to learn
- Self-motivated and confident.
- Detail-oriented.

## 5. ENVIRONMENTAL CONDITIONS

AMREF Flying Doctors operate within a twenty-four-hour work environment due to the nature of its operations.

## 6. HOW TO APPLY

Are you enthusiastic about joining the leading and most innovative aero-medical solutions provider in Africa? Visit our website at <https://flydoc.org/career-opportunities/> or submit your application via our secure online portal. Please include an updated CV and a cover letter demonstrating how you meet the qualifications for the position. **The application closing date is Sunday, 10 March 2024.** Only shortlisted candidates will be contacted.

Please note that AMREF Flying Doctors does not require applicants to pay any fees at any stage of the recruitment and selection process and has not retained any agents for recruitment purposes. While AMREF Flying Doctors may use various job boards to extend its reach, all vacancies are published on our official website under the Career Opportunities page and on our official social media pages. Official communications from AMREF Flying Doctors will always come from a [@flydoc.org](mailto:@flydoc.org) email address.

AMREF Flying Doctors is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal-opportunity employer and maintains a non-smoking environment policy.

# APPLICATION PROCESS

## 1. APPLY FOR THE JOB

**Programme Accountant**

Full Time | Nairobi

Amref Health Africa in Kenya is seeking to recruit for the position of Programme Accountant who will provide financial support to projects as well as ensure effective utilization of donor funds allocated to the projects. The incumbent will also ensure compliance to the various donor rules and regulations thus mitigating the risk of a result of non-compliance to donor requirement.

>>> View the full job description (JD)

[Apply for job](#)

## 2. CREATE ACCOUNT & CONFIRM ON EMAIL

**Amref Health Africa - Jobs On Offer**

For a successful application;

- You MUST Create a one time account and fill in correct details in every section.
- If you already have an existing account, login and update profile details first
- You MUST fill in all the mandatory details in every section

Showing 1 to 7 of 7 entries

[CREATE AN ACCOUNT](#)

## 3. FILL IN YOUR PROFILE

Amref Health Africa - My Profile [New]

Step 1: Personal Information | Step 2: Education | Step 3: Work Experience | Step 4: Professional | Step 5: Certifications | Step 6: References | Step 7: Attachments | Step 8: Testimonials

Fill in all required fields of your profile before applying for a job.

**Personal Information**

Name: [Text] | Registration Date: 16 Aug 2021 | Email Address: [Text]

Phone: [Text] | First Name: [Text] | Last Name: [Text]

Gender: [Text] | Date of Birth: [Text]

Physically Challenged: [Text] | Do you have a disability certificate? [Text]

Nationality of Birth: [Text] | Country of Residence: [Text]

Address to send email: [Text] | How are you related? [Text]

Contact Information: [Text]

## 4. CLICK AND BROWSE JOBS

Amref Health Africa - Jobs On Offer

For a successful application;

- You MUST Create a one time account and fill in correct details in every section.
- If you already have an existing account, login and update profile details first
- You MUST fill in all the mandatory details in every section

Show 10 entries

**Global Partnership Manager**

Posted On: 24 May 2021 | Closing Date: 30 September 2021

New Vacancy

Nature of Contract: Regular | Country Of Operation: HQ | Length of Contract: 2Y

**Senior Programme Lead - Y-ACT**

## 5. APPLY NOW & SUBMIT APPLICATION

Jobs Details

Global Partnership Manager

Job Reference No: J00176

Employment Type: Regular

Closing Date: 30 September 2021

Country Of Operation: HQ

Main Purpose

Key Experience

Skills Required

Competencies

Years Of Experience

Requirements

[Apply Now](#)

## 6. ACKNOWLEDGEMENT OF APPLICATION

My Online Applications

**Saving**

This is a System-generated message. Thank you for applying for Business Development Lead vacancy. You will receive an email to confirm that your application has been posted successfully.

[OK](#)