# MAF Asia Pacific Region

# Vacancy Bulletin

## August / September 2011

### *PILOTS*

An International Civil Aviation Organisation (ICAO) based Commercial Pilot Licence (CPL) and a Single Engine Command Instrument Rating with appropriate aviation medical certificate is the minimum licensing requirement for all pilot positions. Pilots will carry out flying duties under the leadership of the Chief Pilot. Pilots are usually required to spend some nights away from base each month to complete planned flights. Pilots with less than the required experience are encouraged to express their interest.

- Several positions based in Papua New Guinea. Applicants are required to have a minimum of 3 years commercial flight experience / 500 hours total flight time with appropriate ratings as necessary.
- Several positions based in Arnhem Land. Applicants must have a desire to work and live in Australian Aboriginal communities and have or be able to obtain permission to live and work in Australia.

### *OPERATIONS MANAGER*

The jobholder will be responsible for managing MAF PNG's flying operation as well as supervision of all operations staff. This involves positioning of aircraft and rostering pilot staff, liaising with customers and scheduling maintenance, as well as other related duties. Qualifications and experience include demonstrated management ability, aviation experience and cross cultural experience.

- One position based in Mt Hagen PNG

### *FLIGHT TRAINING CENTRE INSTRUCTOR*

The post holder will need to be at least Grade 2 (or equivalent) with preferably a minimum of one term of service in a MAF Operational Programme. They will need to hold, or have held, a Command Instrument Rating together with an Instrument Training Approval on their Grade 2 Instructor Rating, or have MAF Programme Check and Training experience in Instrument Rating Training and/or Renewals.

Persons with less than these qualifications, but who are working towards them are encouraged to express their interest.

- One position based at Coldstream, Victoria, Australia.
- One position based at Mt Hagen, PNG.

## EXPERIENCED ENGINEERS

An International Civil Aviation Organisation (ICAO) based aviation maintenance licence is the minimum licensing requirement for all aviation maintenance vacancies. The post-holder must be able to demonstrate practical aviation maintenance experience.

They will work closely with the Chief Engineer as a part of the maintenance team working on single piston and/or turbine engined aircraft. Duties include performing aircraft maintenance in accordance with appropriate standards and practices, supporting the effective performance and development of the aviation maintenance team and completing certification and documentation of work as required.

- Two positions based in Mt Hagen, Papua New Guinea.
- One position based in Arnhem Land, Australia.
- One position based in Mareeba, North Queensland, Australia.

## QUALITY MANAGER

Accountable to the Programme Manager, the Quality Manager will be responsible for, among other things, control of exposition documents, retention of quality records, management of systems and document change, quality audits and maintenance of company records. The successful applicant will have a mature and stable temperament, be co-operative and friendly, well organised and methodical. He/She will be analytical and systematic, flexible and adaptive. Good health is required and a willingness to travel throughout PNG when necessary.

- One Position based in Mt Hagen PNG

## HUMAN RESOURCES MANAGER

The jobholder will be responsible for coordinating issues that impact on staff recruitment, retention and morale; providing support to help maintain physical, emotional, spiritual and relational wellbeing of personnel. Duties include oversight of functions involving Gov't departments of immigration and Labour; induction of both Int'l and PNG new staff. Qualifications include a formal academic qualification in the area of Human Resources and Christian maturity demonstrated in lifestyle and word.

- One position based in Mt Hagen, PNG

## *FINANCE MANAGER*

This person will be responsible for financial accounting for one or more MAF programmes located in the Asia Pacific region. Duties include the preparation of monthly management accounts, preparation of supporting reconciliations at year end, and preparation of annual budgets and ad-hoc reports as requested by the various Programme Managers. The successful applicant must be qualified in accounting and have at least two years experience in the finance area.

- One position based in Cairns, Australia.

## *RECRUITMENT MANAGER*

Responsible to the HR Manager for the recruitment of MAFAP staff. He / she shall monitor and encourage applicants through the application process; advertise positions as required; liaise with Australian state representatives and MAFI recruiters; interview as required; relate to ACMA management re student progress; monitor currency of recruitment documentation and supervise MAFAP recruitment staff. Qualifications include demonstrated people skills; Christian maturity; skills in written and verbal communication; counselling training and mission experience desirable.

One position based in Cairns, Australia

## *SAFETY MANAGER*

The Safety Manager will be responsible for the continuous development and review of safety standards, the effective operation of the regional Safety Management System (SMS) and participation in the activities of the of the Aviation Resources Department such as promotion of a positive safety culture, delivery of safety training and auditing compliance with documented procedures. Aviation experience, as well as experience working in health and safety related roles is required.

- One position based in Cairns, Australia

## TO APPLY FOR THE ABOVE MAF POSITIONS

Successful applicants for the above positions will need to meet the requirements for MAF International Staff Membership. If you are a current member of staff and interested in applying for any of these positions, please contact your Programme/Support Department Manager or:

The Recruitment Manager at MAF in Australia. Write to MAF at PO Box 1099, Cairns, Queensland, 4870 or Tel: (07)40461300 or email personnel@maf.org.au

# CHRISTIAN RADIO MISSIONARY FELLOWSHIP

## ELECTRONICS TECHNICIAN/SUPERVISOR CRMF

Position is at the CRMF base in Goroka, Papua New Guinea. The person should have a general background in electronics, a proven record in faultfinding and component repair capabilities. People with mechatronics qualifications may be interested in this position.

An important part of this position is the training of PNG Nationals, CRMF staff, representatives from National church groups, missions and students from colleges.

## IT TECHNICIAN/SUPERVISOR CRMF

Position is at the CRMF base in Goroka, Papua New Guinea. The post holder needs a broad experience in computer hardware, software and network administration, including wireless networks, file conversions, interfacing to mobile technology and assist in initiating internet based learning. Experience in running an e-mail server is desirable including Linux experience. Research and development experience would be useful as new areas of ministry open up. An ability to train and work alongside National staff is essential.

## ADMINISTRATION SUPERVISOR CRMF

Position is at the CRMF base in Goroka, Papua New Guinea. The post holder will have experience in office administration and bookkeeping/accounting with experience using accounting software. Knowledge of Quickbooks and Quickbooks point of sale would be advantageous. Good communication skills and ability to work with and train PNG staff are essential.

## TO APPLY FOR THE ABOVE CRMF POSITIONS

**Applications or enquiries should be sent to Sheila Stewart, CRMF Ministry Co-ordinator.**
**Email address: CRMF-Australia@maf.org**