



JOB DESCRIPTION

FLIGHT OPERATIONS INTERN REF: AFD/OPS/09-2023

1. IDENTIFICATION

| | | |
|-----|--------------------------|--------------------------------|
| 1.1 | Job title | Flight Operations Intern |
| 1.2 | Reporting to | Flight Operations Manager |
| 1.4 | Unit | Operations |
| 1.5 | Physical Location | Inside Wilson Airport, Nairobi |

2. MAIN PURPOSE OF JOB

- The main purpose of the job is to assist in the efficient coordination of flights, ensuring safety and compliance with aviation regulations during service delivery as guided by the Kenya Civil Aviation Regulations and Company Policy. This includes flight planning, communication with aircraft commanders, monitoring flight operations, and providing administrative support to the Operations Department.

3. PRINCIPAL RESPONSIBILITIES

| KEY RESPONSIBILITIES | MAIN TASKS | EXTEND OF DISCRETION |
|------------------------|---|----------------------------|
| Flight Planning | <ul style="list-style-type: none"> Assist the flight operations team to coordinate and execute daily flight activities, aligning them with client expectations as well as aviation requirement. Contributing to flight planning and dispatch processes, adhering to company Standard Operating Procedures (SOPs) under supervision. Ensuring the timely completion and submission of flight plans for active flights. Facilitating the clearance process by delivering manifests to immigration offices Maintaining comprehensive records, including flight and event logs, aircrew flying records, and flight operations records for inbound and outbound flights | In liaison with supervisor |

| | | |
|--|--|----------------------------|
| Flight Monitoring & Effective Communication | <ul style="list-style-type: none"> Establishing and managing air-to-ground and point-to-point radio communication with aircraft commanders. 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. | In liaison with supervisor |
| Flight Operations administration | <ul style="list-style-type: none"> Offering administrative assistance to the Operations Department, including tasks such as organizing and replenishing stationery supplies to align with departmental demands Attending to any additional work-related assignments delegated by the Operations Manager, and duty officer. | In liaison with supervisor |

4. REQUIRED QUALIFICATIONS

4.1 Minimum Education

- Diploma in Flight Operations/Dispatch
- Knowledge in radio communication
- Proficiency in computer studies (word, excel, power point, outlook, internet).

4.2 Skills and competencies

- Ability to work with teams and within a team
- Ability to learn fast
- Ability to manage time
- Dependable, flexible and ability to work in a fast-paced environment
- Self-motivated and confident
- A keen eye for details
- Good communication and interpersonal skills
- Ability to follow instructions

5. ENVIRONMENTAL CONDITIONS

- 24-hour response required whenever necessary within a 24-hour work environment
- Work is performed in an office environment.

How to apply:

If you have the passion to contribute to the leading Aero-medical and Health solutions provider, **submit application by 20th September 2023**. Attach cover letter specifying how you meet the criteria, what you expect to bring to AMREF Flying Doctors (AFD) with an updated CV in PDF.

Please visit AMREF Flying Doctors website at <https://flydoc.org/career-opportunities/> or Amref Health Africa website at <https://amref.org/vacancies/> to view job details and requirements.

APPLICATION PROCESS

1. APPLY FOR THE JOB



Programme Accountant

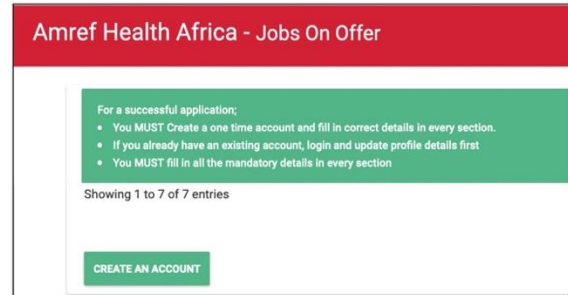
Full Time | Nairobi

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

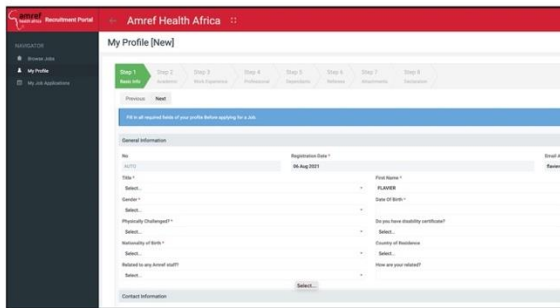
For a successful application;

- 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



My Profile [New]

Step 1: Personal Details | Step 2: Education | Step 3: Work Experience | Step 4: Professional | Step 5: Registration | Step 6: Address | Step 7: References | Step 8: Interview

Personal Details

Name: [Text] | Registration Date: 26 Aug 2021

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

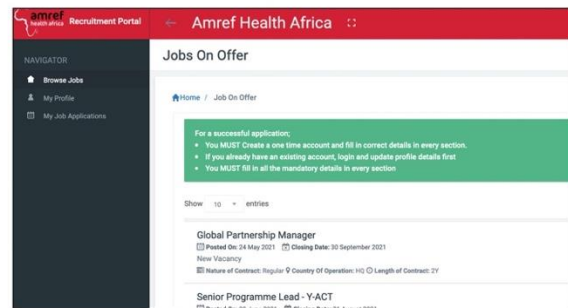
Physically Challenged: [Dropdown] | Do you have disability certificate?: [Dropdown]

Marital Status: [Dropdown] | Country of Residence: [Dropdown]

Related to any account staff?: [Dropdown] | How are you related?: [Dropdown]

Contact Information

4. CLICK AND BROWSE JOBS



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

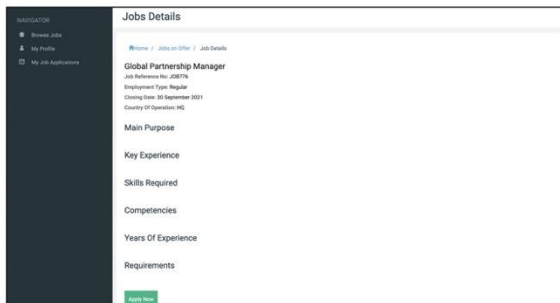
Posted On: 24 May 2021 | Closing Date: 30 September 2021

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

Home / Jobs On Offer / Job Details

Global Partnership Manager

Job Reference No: 050779

Employment Type: Regular

Closing Date: 30 September 2021

Country Of Operation: HQ

Main Purpose

Key Experience

Skills Required

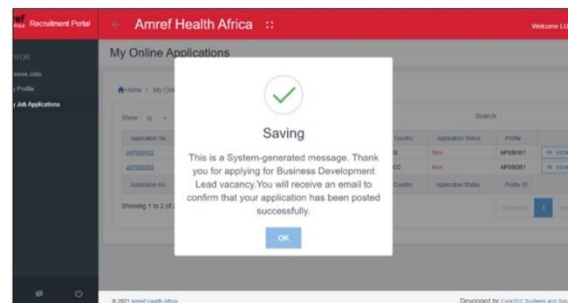
Competencies

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](#)

Feedback will be given to shortlisted candidates only.

Duly note that AMREF Flying Doctors does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment.

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 has a non-smoking.