



Civil Aviation
Authority of Zimbabwe

VACANCY NOTICE

Ref: CAAZ/10/2025

POSITION: AIR TRAFFIC CONTROL ASSISTANT X10

Reporting to the Principal Air Traffic Control Officer

Location: Head Office

Job Purpose

Assists Air Traffic Controllers in ensuring safe and expeditious flow of air traffic. Provide support with communication, data entry, and situational awareness. Collaborate with controllers to optimize air traffic flow and resolve conflicts through coordination of ATC clearances, estimates, as well as other essential flight information.

DUTIES AND RESPONSIBILITIES

1. AIR TRAFFIC CONTROL

- Assist controllers in maintaining safe distances between aircraft by ensuring that coordinated estimates have the minimum time applicable for separation in accordance with National and ICAO global standards.
- Assist in conflict detection and resolution by calculating aircraft crossing times.
- Liaise with other ATS units regarding airways joining instructions, estimates, flight levels, coordinated descent levels, and ATC clearances.
- Transfer all coordinated active flight plan data onto a flight progress strip for use by the controller.

2. COORDINATION AND COMMUNICATION

- Coordinate via radio and phone with other ATS units, airport departments (airside safety customer services, firefighting and rescue services), as well as other external stakeholders.
- Coordinate as necessary flight data and information, such as assigned squawk codes and aircraft routes, for the seamless movement of aircraft.
- Verifies accuracy of readbacks of ATC Clearances issued to other ATSUs and corrects as necessary
- Alert aircraft emergency services, such as fire and rescue services, of aircraft in emergency in need of a Full turnout/ station standby, under unlawful interference or experiencing difficulties, as well as relevant training traffic.
- Coordinate VVIP movement information to relevant stakeholders as per National Regulations and VVIP directives.
- Broadcast through the Automated Terminal Information Service (ATIS) system and other channels pertinent weather information for the safe operation of aircraft.

- Send departure and arrival messages of aircraft using the ATS Message Handling system. Acknowledge reception of messages coordinated via the AMHS.

3. DATA ENTRY AND AERONAUTICAL INFORMATION MANAGEMENT

- Accurately enter and update as necessary essential weather and aerodrome information, including RWY in use.
- Receive flight plans and check them for compliance and completeness in accordance with Regional and local SARPs (as per PANS DOC4444) for Flight Plan acceptance purposes.
- Receives Flight Plan changes and amendments and coordinates with the affected ATSU's
- Prepare flight progress strips for the day and check them for correctness and compliance.
- Manage and maintain electronic records, aircraft movement logs, and flight progress strips for billing purposes
- Records and compiles monthly statistics for all aircraft and passenger data for use by management in strategic decision-making.
- Receive and disseminate NOTAMS applicable to the designated flight information region.

4. SITUATIONAL AWARENESS

- Monitor and analyse air traffic patterns, weather conditions, and other factors affecting air traffic operations.
- Provide controllers with timely and relevant information, such as wind changes, as well as scanning the runway for animals and other incursions to support quick decision-making.
- Remove working parties on the runway as well as on taxiways and ensure they are clear of the runway before the time an aircraft is expected to land or depart.
- Quickly establish and maintain visual contact with aerodrome traffic to assist the controller in separating aerodrome traffic
- Maintain a listening watch on the radio frequency.

5. TEAMWORK AND COLLABORATION

- Work closely with Air Traffic Controllers to identify and resolve potential conflicts.
- Assist Air Traffic Controllers during emergencies, search and rescue, and other unusual occurrences.
- Coordinate close boundary air traffic operations with adjacent Flight information regions.
- Anticipate and respond appropriately to the needs of the ATCO and to alert ATCO of any observed mistakes or occurrences that may have been missed by the ATCO in the interest of Safety and teamwork.

6. EQUIPMENT CHECKS AND FAULT REPORTING

- Do routine morning checks to check equipment availability when the shift commences
- Check equipment serviceability, log, and advise technicians on all faults, intermittent, and unserviceable equipment.

- Detect that the ATS system and or equipment have degraded and advise the ATCO and relevant ATSUs
- Advise equipment serviceability status during handover and takeover procedures

7. REVENUE COLLECTION

- Receives and collects Aeronautical revenue due to the Authority at airports
- Collect and prepare Aeronautical billing information for use by the Authority's accounts department.

Qualifications and experience

- ❖ At least 2 A" A-level passes in Mathematics and Physics, Biology, Chemistry, Geography, or Computer Science.
- ❖ A Natural Sciences degree is an added advantage
- ❖ 5 "O" level passes, including Mathematics, Science, and English Language
- ❖ Successful completion of a 6-month Ab-initio Air traffic controller's course.

Skills and Competences

- ❖ Knowledge: requires specialized knowledge of air traffic control procedures and regulations
- ❖ Problem Solving: requires the ability to analyze situations and make quick decisions
- ❖ Communication: requires effective and standard communication in accordance with Doc 9432(Manual of Radiotelephony) with other ATSUs and other stakeholders
- ❖ Planning and Organization require the ability to prioritize tasks and manage different work pressures and workload
- ❖ Physical and Mental Demands: requires the ability to work in a high-stress environment with intense concentration
- ❖ Attention to detail requires meticulous attention to detail to prevent errors and ensure accuracy.

CAAZ is an equal opportunity employer and encourages qualified and experienced youths, females and persons living with disabilities to apply. Interested candidates should submit applications and their Curriculum Vitae, including certified copies of educational and professional certificates, not later than **12 December 2025 to-**

Email: recruitment@caaz.co.zw

OR

**Human Resources and Administration Director
Civil Aviation Authority of Zimbabwe
Robert Gabriel Mugabe International Airport
Level 3, New Terminal Building
P. Bag 7716
Causeway
Harare**

NB : Failure to submit certified copies will result in disqualification.