



VACANCY NOTICE Ref: CAAZ/04/2026

POSITION: TRAINING COORDINATOR -ATAZ

Reporting to the Head of Training

Location: Head Office

Job Purpose

To coordinate, implement, and support aviation training programs in accordance with ICAO TRAINAIR PLUS methodology and standards, ensuring high-quality delivery, compliance, and continuous improvement of training courses offered by the Academy.

Duties and responsibilities

Formulating of Training Strategies, Policy and Procedures

- Coordinate the planning, scheduling, and delivery of training programs in line with the Academy's annual training plan and ICAO TRAINAIR PLUS guidelines.
- Support the development and updating of Standardized Training Packages (STPs)

Training Plan

- Liaise with instructors, trainees, and regulatory authorities to ensure seamless course delivery and compliance with aviation training requirements.
- Ensure all course documentation (lesson plans, instructor guides, participant manuals, evaluations) is current and complies with ICAO and local authority standards.
- Manage trainee registration, attendance tracking, and certification processes.
- Maintain accurate records of training programs, instructor performance, and participant feedback for reporting and quality assurance.

Prepare and Monitor Academy Training

- Assist in preparing for ICAO audits and contribute to the Academy's continuous improvement and accreditation maintenance.
- Organize and facilitate instructor and assessor training and refresher courses as needed.
- Work closely with the Head of Training to monitor training effectiveness and implement corrective actions when necessary.
- Contribute to the promotion of the Academy's training offerings locally and internationally. Course Development and Delivery on a need basis.

Key Result Areas -Reporting

- Producing monthly, quarterly and annual reports or preparing a report as required.
Compile costs of all approved trainings and number of attendances.
- Produce weekly, monthly, quarterly, and annual reports on training.

- Compile the costing of all approved trainings in sync with the number of attendees.

Qualifications and experience

- 5 'O' Levels Including Mathematics/Accounts and English Language.
- A Degree in Education, Social Science, Aviation Management, or related field from a recognized and reputable university.

Skills and Competences

- Certification in ICAO TRAINAIR PLUS methodology is highly desirable.
- Familiarity with ICAO SARPS and training regulations.
- Excellent communication and interpersonal abilities and report writing skills.
- Attention to detail and ability to manage multiple training programs simultaneously.
- Knowledge of aviation terminology and regulatory frameworks.
- Strong organizational and training coordinating skills.
- Marketing skills.
- Strong understanding of Aviation Training Organisations ((A.T.Os) and TrainAir Plus Programs (TPP).
- Ability to work with adult professionals and in a multicultural environment.
- Proficiency in Microsoft Office and training support software.
- Experience in liaison with corporates in the industry.
- Understanding adult learning.
- Ability to deliver training at tertiary level.

The Civil Aviation Authority of Zimbabwe is an equal opportunity employer. Female candidates are encouraged to apply. Interested candidates should submit applications and their Curriculum Vitae, including **certified copies of educational and professional certificates**, not later than **25 September 2026, to: -**

Email : recruitment@caaz.co.zw

OR

Human Resources Manager

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