



VACANCY NOTICE Ref:

CAAZ/02/2026

POSITION: TRAINEE AIM OFFICERS x4

Reporting to the Principal, AIM & PANS-OPS Officer

Location: R.G. Mugabe Airport, J.M Nkomo Airport, and Victoria Falls Airport.

Job Purpose

The Trainee AIM Officer supports the collection, validation, processing, management, and dissemination of aeronautical information and data required for safe, orderly, and efficient aircraft operations. The role ensures compliance with ICAO Standards and Recommended Practices (SARPs), national regulations, and quality management requirements governing Aeronautical Information Management.

Duties and responsibilities

- Originates, collates, process and disseminates aeronautical information, Notices to Airmen (NOTAMs) and Preflight Information Bulletins (PIB) to facilitate safe operation of aircraft in Zimbabwe Flight Information Region.
- Maintains an updated technical library of foreign Integrated Aeronautical Information Products and ICAO documents to ensure current aeronautical information is provided to internal and external users.
- Prepares pre-flight, in-flight and post-flight information bulletins to ensure orderly conduct of flights and critical decision making by pilots in all phases of flights.
- Briefs pilots and aircraft operators on current aeronautical information for the route intended to be flown by an aircraft and aviation regulations for total compliance.
- Accepts and processes flight plans in accordance with national and ICAO standards to ensure safe flight operations in the Zimbabwean airspace up to the destination airports.
- Issues landing and over-flight permits to foreign aircraft, non-scheduled and private operators.
- Coordinates with the finance department to ensure that air navigation fees are paid prior to issuance of all flight permits and clearances according to the standard operating procedures.
- Calculates and disseminates air navigation fees invoices payable to flight permits applicants to ensure that correct revenue due to the Authority is received from the airspace users.
- Facilitates the expeditious clearance of Presidential and diplomatic flights to obviate delays.

- Records and compiles monthly statistics for passenger and cargo aircraft landing at all airports and overflying the Zimbabwean airspace for use by management in strategic decision-making.
- Assist in the conduct of aeronautical surveillance and auditing activities to update the aeronautical information management products.
- Monitors, repairs, accepts, rejects, and re-routes aeronautical messages in the Aeronautical Information Message Handling System to ensure coordinated management of the airspace.
- Maintains the Aeronautical Fixed Telecommunications Network database to ensure a robust backup for the Aeronautical Information Message Handling System in case of a system crash.
- Receives and collects revenue due to the Authority at airports.
- Performs any other duties assigned by the supervisor.

EDUCATION AND EXPERIENCE

- At least 2 "A" level passes in Mathematics and Physics or Geography or Computer Science.
- 5 "O" level passes including Mathematics, Science, and English Language.
- Must be aged between 18 and 25 years.
- Candidates aged over 25 years will be considered if they possess AIM, aeronautical cartographic qualifications, and experience in aeronautical information management.
- Possession of a Degree in or studying towards a degree in Geographic Information Systems or Geospatial Intelligence is an added advantage

SKILLS AND COMPETENCE

- Must be computer literate.
- Attention to detail and raw data management skills.
- Sharp computational and mathematical skills.
- Good communication and interpersonal skills.
- Tact and diplomatic skills.
- Analytical and Geodesy skills.
- Team player and fast learner.

NB: Appointment to AIM Officer position is subject to successful completion of one (1) year intensive AIM training comprised of three (3) months theoretical training and subsequent nine (9) months On -the – Job Training (OJT).

CAAZ is an equal opportunity employer and encourages the qualified and experienced youth, 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 **18 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