Civil Aviation Authority of Zimbabwe

VACANCY NOTICE Ref: CAAZ/07/2026

POSITION: Air Traffic Management/Search and Rescue Inspector
Reporting to the Manager Air Navigation Services

Location: Head Office

Job Purpose

The position exits to carry out efficient and effective safety oversight activities over Air Traffic Management, Search and Rescue providers and Flight Procedure Design, including acceptance of their Safety management systems (SMS). The objective is that of enhancing safety, efficiency and regularity of air navigation and ensuring compliance with Civil Aviation Regulations and Standards as well as the International Civil Aviation Organization (ICAO) Standards and recommended practices (SARPs).

Duties and responsibilities

- Monitor the performance of the Air Traffic Services system to ensure compliance with promulgated standards;
- Conduct regular audits/inspections to ensure compliance in the provision of Air Traffic Services, Search and Rescue and Flight Procedure Design in accordance with applicable Civil Aviation Legislation, Rules, Regulations and prescribed Implementation Standards and Procedures:
- Evaluate Air Traffic Services /Search and Rescue training programmes to ensure that training provided addresses the needs for safety and efficiency in the provision of Air Traffic services.
- Develop and implement the Air Traffic Services and Search and Rescue regulations with the aim of ensuring safety and expeditious orderly flow of air traffic;
- Evaluate ANSP applications and recommend for certification/renewal of ANSP certificates;
- Communicate with Air Traffic Service providers on regulatory matters associated with the provision of Air Traffic Services;
- Review existing legislation/regulations and recommend amendments/changes;
- Investigate Air Traffic Services incidents/accidents;
- Analyze the safety data to identify the causes, for trends and report non-compliances with regulations and procedures;
- Recommend the necessary actions to be taken in order to reduce recurrence of similar incidents.
- Assess the Air Traffic Service Provider's Safety Management System (SMS)
- Ensure risk assessments and safety reviews are conducted by the Air Traffic Service Provider.
- Review ATM providers operational and technical documentation/procedures and recommends for the approval or acceptance.
- Ensure compliance with statutory obligations, working closely and effectively consulting with relevant stakeholders and the neighboring states to address operational issues;

Qualifications

- Air Traffic Control (ATC) License with at least Aerodrome, Approach and Area Control (Procedural) ratings.
- Search Mission Coordinator Certificate.
- On-Job-Training Instructor Certificate.
- Supervisory Certificate.
- Training in Safety Management is an added advantage.

Experience

- A minimum of ten (10) years working experience as an Air Traffic Control Officer (ATCO) in air traffic service operations including three (3) years as a Senior Air Traffic Control Officer (SATCO)
- Knowledge of the Zimbabwe airspace; its classes and aerodromes found in Zimbabwe.
- Knowledge and understanding of the rules of air (Air Law).
- Comprehensive knowledge of the objectives of air traffic control within the airspace.
- Knowledge of procedures to respond to overdue aircraft in distress.
- Sound knowledge of all relevant documents related to Air Traffic Management and Search and Rescue operations.
- Knowledge and understanding of the Safety Management Systems in air traffic services.

- Knowledge of aeronautical meteorological forecasts and observations and requirements in the provision of air traffic services.
- Knowledge on accident/incident investigation in an Air Traffic Management environment.

Skills and Competences

Competencies & skills required for one to perform tasks efficiently and effectively:-

- Ethical conduct - must be professional.
- Must possess a high degree of integrity, be impartial in carrying out his/ her tasks, be tactful and able to relate with people.
- Must have good communication skills including report writing.
- Must be able to pay attention to detail and have good analytical skills.
- Must be able to make sound judgement and decisions.
- Integrity and impartiality- Must be able to oversee former colleagues objectively.
- Must be a good team player.

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 November 2026 to**: -

Email: recruitment@caaz.co.zw
OR
Acting 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