



AFRICAN AIRLINES ASSOCIATION

Association des Compagnies Aériennes Africaines

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VACANCY ANNOUNCEMENT

Position: Secretary General

Duty Location: Nairobi, Kenya

Application deadline: 15 August 2010

The African Airlines Association (AFRAA) invites applications from suitably qualified and mature candidates for the position of SECRETARY GENERAL to head its Secretariat located in Nairobi, Kenya. The Secretary General serves as the Chief Executive Officer with responsibilities for the management and efficient running of the Secretariat.

The African Airlines Association (AFRAA) is a non-profit regional trade organisation whose membership comprises airlines registered in African States. It is aimed at promoting the development of safe, reliable, economical and efficient air transport services to, from, within and through Africa and to foster closer commercial and technical cooperation among members.

OVERALL RESPONSIBILITIES

The Secretary General serves as the Association's Chief Executive with responsibility for providing overall leadership and direction as well as ensuring compliance with the By-Laws and Articles of Association. S/he will be responsible for developing and implementing the overall strategic plan for the Association under the leadership of the Executive Committee. S/he will also be responsible for developing and implementing systems, policies and procedures for AFRAA, oversee management and administration of all functions and ensuring high quality performance in addressing the needs of member airlines.

The Secretary General provides the vision and leadership and monitor the overall organisation performance by tracking progress toward reaching targets, while maximizing budget resources and personnel development and remaining flexible in a continually changing environment. S/he sets short and long-term objectives and plans, interpret and implement decisions and policies of the Executive Committee and the General Assembly and control, co-ordinate and maintain the various functions of AFRAA as defined in the Articles of Association.

MINIMUM QUALIFICATIONS

- University degree or equivalent in a relevant field of study from a recognized institution
- National of an African State with a successful track record at top executive management level
- Masters degree in Business Management/Administration or any other relevant field would be a distinct advantage
- At least ten (10) years work experience in the aviation industry
- Fluent in English and/or French. Ability to communicate and work in both languages an advantage
- Computer literate and proficient in using standard office computer software applications

COMPETENCIES

- Good understanding of air transport developments from an industry and government viewpoint
- Proven track record in leadership and performance and knowledge of the African and global air transport industry
- Competence to assess priorities and manage a variety of activities in a time-sensitive environment and meet competing deadlines with attention to detail
- Ability to successfully lead teams that respond to and meet the challenges of African airlines in today's fast-changing business environment
- Excellent interpersonal skills and demonstrated ability to interact professionally with industry executives, partners and consultants

- Excellent organizational, oral and written communication skills and attention to detail
- In-depth knowledge of multilateral negotiations and the conduct of meetings and conferences
- Excellent stakeholder management skills

TERMS AND CONDITION OF EMPLOYMENT

The principal terms and conditions of employment including salary and benefit shall be the standard terms and conditions of employment of AFRAA which shall be confirmed prior to selection of a candidate. These include among others 12 months probation period, monthly salary and benefits and allowances per the AFRAA policy and salary adjustment based on performance. A candidate should indicate understanding and acceptance of the principal terms and conditions prior to selection.

HOW TO APPLY

Applications can be submitted either electronically or by registered mail and clearly marked "**Confidential and Personal**".

- i. Applications together with attachments, references and a motivation letter for the post may be sent electronically to: chairman@afraa.org.
- ii. Registered mail applications together with attachments, references and a motivation letter for the post should be addressed to:

**The Chairman of the AFRAA Executive Committee
African Airlines Association (AFRAA)
AFRAA Headquarters
P. O. Box 20116 – 00200
Nairobi, Kenya**

The African Airlines Association (AFRAA) is an equal opportunity employer offering employment without regard to colour, religion or gender.

PLEASE NOTE THAT ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED