

**INTERNAL /EXTERNAL JOB ADVERTISEMENT****POSITION: ASSISTANT FLIGHT DISPATCHER****DEPARTMENT: FLIGHT OPERATION****LOCATION: MAIDUGURI****QUALIFICATIONS: [MINIMUM]**

- FAA/NCAA FLIGHT DISPATCH LICENCE
- BSC/HND IN RELEVANT DISCIPLINES

**JOB PURPOSE:**

- TO PROVIDE FLIGHT CREW WITH SAFE AND TIMELY FLIGHT PLANNING AND FLIGHT RELEASE INFORMATION FOR ALL REQUIRED FLIGHT OPERATIONS AND IN COMPLIANCE WITH NCAA AND REGULATORY REQUIREMENTS

**DUTIES AND RESPONSIBILITIES:**

- ASSESS WEATHER REPORTS AND INFORMING THE PILOT OF ANY HAZARDS
- MAKE CHECKS ON AIRCRAFT MAINTENANCE ISSUES
- REVIEW AIRCRAFT WEIGHT, FUEL LOADS AND CARGO LOADS.
- REVIEW AND EVALUATE WEATHER INFORMATION TO DETERMINE POTENTIAL FLIGHT SAFETY HAZARDS AND TO SELECT THE PREFERRED AND MOST ECONOMICAL ROUTE OF FLIGHT
- COMPUTE THE AMOUNT OF FUEL REQUIRED, DISTANCE OF FLIGHT, MAINTENANCE LIMITATIONS, WEATHER CONDITIONS, AND OTHER FACTORS AFFECTING SAFETY OF FLIGHT USING COMPANY AND NCAA ESTABLISHED GUIDELINES.
- PREPARE FLIGHT PLANS WITH INFORMATION INCLUDING MAXIMUM ALLOWABLE TAKEOFF AND LANDING WEIGHTS, WEATHER REPORTS, FIELD CONDITIONS, METARS, TAFS, NOTAMS, PIREPS, AND OTHER INFORMATION REQUIRED FOR THE SAFE COMPLETION OF THE FLIGHT.
- PREPARE AND SIGN THE DISPATCH RELEASE WHICH IS A LEGAL DOCUMENT PROVIDING AUTHORIZATION FOR THE FLIGHT TO DEPART
- ADVISE THE PILOT IN COMMAND OF SIGNIFICANT CHANGES TO WEATHER OR THE FLIGHT PLAN AND RECOMMENDS CHANGES AS REQUIRED FOR THE CONTINUED SAFE OPERATION OF THE FLIGHT.
- KEEP PILOTS AND ALL GROUND STAFF INFORMED ABOUT FLIGHTS AND THEIR STATUSES

**COMPETENCIES:**

- MUST HAVE THOROUGH KNOWLEDGE OF NCAA REGULATIONS ON AIRLINE OPERATIONS
- KNOWLEDGE OF AIRLINE COMMUNICATIONS AND METEOROLOGY
- PROVEN KNOWLEDGE IN MONITORING, CALCULATING AND ANALYZING VARIOUS FLIGHT FACTORS SUCH AS WEATHER REPORTS AND NOTAMS, RUNWAY PERFORMANCE, WEIGHT AND BALANCE ISSUES, ATC PREFERRED ROUTES DISTANCE AND FUEL NEEDS TO CREATE AND/OR UPDATE FLIGHT PLANS.
- MUST BE FAMILIAR WITH NAVIGATION FACILITIES OVER AIRLINE ROUTES AND AT AIRPORTS AS WELL AS WITH THE TAKEOFF, CRUISING, AND LANDING CHARACTERISTICS OF ALL AIRCRAFT OPERATED BY THE AIRLINE
- ABILITY TO MAKE RAPID DECISIONS CONCERNING SAFETY, FLIGHT REGULATIONS, AND THE ECONOMY OF OPERATIONS.
- ABILITY TO ANTICIPATE AND PROACTIVELY TAKE ACTION TO DEAL WITH FUTURE TRIP/DISPATCH EVENTS, SITUATIONS AND OPPORTUNITIES
- MUST BE DETAILED AND ORGANISED WITH GOOD COMMUNICATION SKILLS

**EXPERIENCE: [MINIMUM]**

- 1-2 YEARS COGNATE EXPERIENCE PREFERABLY IN AN AIRLINE

**METHOD OF APPLICATION:**

- APPLICATION + DETAILED CV TO BE FORWARDED ON OR BEFORE CLOSE OF BUSINESS ON THURSDAY 14<sup>TH</sup> OCTOBER 2021 TO: [CAREERS@ACN.AERO](mailto:CAREERS@ACN.AERO) WITH THE POSITION APPLIED FOR AS THE SUBJECT OF YOUR APPLICATION.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**