



VACANCY ANNOUNCEMENT

The Civil Aviation Safety Authority of Papua New Guinea's (CASA PNG) primary function is to undertake activities that promote safety and security of civil air operations in PNG. CASA PNG performs the following regulatory functions:

- develop, establish and promulgate safety and security standards;
- monitor adherence to safety and security standards within the civil aviation system;
- conduct comprehensive aviation industry surveillance;
- issue, suspend and revoke aviation documents;
- promote safety and security in the civil aviation system by providing safety and security information and advice, and fostering safety and security information through education programs.

To promote the highest level of aviation safety and security in PNG, CASA PNG seeks to recruit qualified, experienced and skilled applicants to immediately fill the positions below.

1. Manager Legal Services

The Manager Legal Services has the overall responsibility for the efficient provision of legal support services to the Office of the Director through the office of the General Counsel & Board Secretary. The Manager Legal Services has overall accountability for the daily legal, strategic and corporate advice, direction and planning to ensure all the regulatory and statutory responsibilities of the Authority is met and achieved through the Divisional Business and Operational Plans. The incumbent must maintain neutrality and confidentiality at all times and provide legal advice based on the application of law.

The candidate we seek to appoint must possess the following mandatory requirements:

- Degree in Law and admitted to the Bar;
- Hold a current Legal Practising Certificate;
- Minimum of Five (5) years relevant management experience in a similar role or higher preferably in a Corporate or regulatory environment;
- Relevant Court Room experience in the District, National and Supreme Court;
- Knowledge of the government systems and the aviation industry;
- Ability to listen, adapt, persuade and transform;
- Ability to make new and useful ideas work;
- Ability to improve performance standards and drive innovation and change within a team context;
- Solution oriented with the ability to execute and get things done to the standards expected within the highly regulated aviation industry.

2. Management Accountant

Reporting to Manager Finance and Administration, the Management Accountant is responsible for the following deliverables:

- Budget planning, documentation and reporting
- Attend to taxation queries
- Develop and produce monthly management budget variance reports
- Management of monthly Cash flow statement
- Manage the internal financial audit findings and resolutions
- Maintain working relationship with Department of Transport to participate in Sector Budget development
- Maintain working relationship with Department of Treasury for budget input
- Attend to stakeholder meetings pertaining to performance statistics
- Manage the internal financial audit findings and resolutions
- Advise on potential business risks and recommend improvements in business processes
- Attend to any delegated responsibility from the management

The candidate we seek to appoint must possess the following mandatory requirements:

- Degree in Accounting or other relevant tertiary qualifications;
- Minimum of 5 year work experience in finance and accounting with proven track record;
- Sound knowledge of relevant accounting system
- Sound working knowledge of business systems and processes
- Knowledge of government public finance management systems
- Possess negotiation and conflict resolution skills in the corporate environment;
- Customer services skills;
- Project planning, management and implementation skills;

3. Budget Officer

The primary role of the Finance Officer (Budget & Debt Collection) is to assist the Senior Finance Officer and Manager Finance in the coordination, control and direction of all debt collection activities and the Budgeting activities of CASA PNG in an efficient and effective manner and to identify and provide budgetary plans for the authority to be consistent and within budgetary limits.

The Finance Officer (Budget & Debt Collection) is responsible for the following deliverables:

- Ensure CASA PNG's Budget Expenditure is kept within initial budgetary framework;
- Assist Management Accountant and Manager Finance and Admin to provide quarterly budget reviews for presentation to the Department of Treasury and other relevant agencies;
- Ensure appropriate budgets for the following year are prepared on time;

- Monitor clients' accounts records for non-payments, delayed payments and other irregularities to ensure they offset all due payments;
- Assist Manager Finance & Administration to coordinate, control and direct the activities of the Finance branch in making sure that bills are paid, claims are cleared, cheques are processed and all the financial obligations of the authority are effectively carried out;
- Develop sound budget procedures for CASA PNG's Estimates of Expenditure & Revenue;
- Assist Manager Finance & Admin and Executive Manager Corporate Services with the upto-date financial situation of the authority;
- Ensure that proper Financial and Accounting control is maintained within CASA PNG consistent with the Public Finance (Management) Act 1995 and CASA Finance Manual;
- Coordinate and formulate CASA PNG's Estimates of Revenue & Expenditure;
- Prepare financial reports and provide appropriate advice to the Senior Finance Officer, Manager Finance, Executive Manager Corporate Services and CEO/Director.
- Liaise with Department of Finance and Treasury on matters relating to budgetary implications and attend Budget ceiling meetings as required;
- Assist in the development of a recovery system to support effective collection efforts;
- Maintaining an effective communication system with clients to ensure timely payments of bills are settled;
- Monitoring assigned accounts to identify outstanding debts;
- Planning and implementing a course of action to recover outstanding payments;
- Keeping and maintaining collection records with the use of relevant applications or software such as MS Office.

The candidate we seek to appoint must possess the following mandatory requirements:

- Degree in Accounting or other relevant tertiary qualifications;
- CPA Accreditation;
- Minimum of five (5) year's extensive experience with proven track record in a similar role;
- Knowledge in the Government Budgetary Process;
- Knowledgeable of relevant computer and software accounting applications;
- An understanding of the relevant public sector financial legislation, policies and procedures;
- Computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs.

4. Flight Operations Inspector – Rotary Wing

Reporting to the Manager Flight Operations Branch, the primary responsibility of the Senior Flight Operations Inspector – Rotary Wing is to monitor the compliance of PNG AOC holders operating under Civil Aviation Rule Parts 125,135,136 & Private Operations, with the requirements of the Civil Aviation Act 2000, Civil Aviation Rules and the operator's exposition and to recommend enforcement action when non-compliance and/or non-conformance is detected.

The candidate we seek to appoint must possess the following mandatory requirements:

- Hold or have held an Airline Transport Pilots License;
- Extensive operational experience with a minimum of 5,000 hours as pilot in command;
- At least five (5) years of experience in command of modern multi-engine aircraft under the Instrument Flight Rules;
- Hold aircraft type ratings appropriate to the current PNG industry equipage;
- Hold, or have held, check and training qualifications and approval;
- Type rating on modern turbo-prop aircraft. A type rating on a jet aircraft is particularly advantageous;
- Hold, or have held, CRM qualification;
- A demonstrated thorough knowledge of the Civil Aviation Rules and their application to the safety regulation of the industry;
- A demonstrated understanding of quality and safety management systems;
- Thoroughly conversant with the ICAO SARPs relating to flight operations and their interface with airworthiness requirements; The demonstrated capacity to closely relate and liaise with the other regulatory disciplines of airworthiness, PEL, aerodromes and ATS;
- A demonstrated high personal flying standard;
- Highly developed skills in oral and written expression;
- Chief Pilot of airline operations
- 1000 hours of PNG air operations is advantageous; and
- Previous regulatory experience is advantageous

5. Aviation Environment Officer

The Aviation Environment Officer will carry out designated responsibilities in ensuring that the Authority uses the data recorded with regards to the environment and maximises the use of safety intelligence obtained through empirical surveillance, audits and world wide experience. The position is a critical and important position as it ensures that the safety of the aviation industry and the travelling public is maintained at all times. The position will establish and maintain an effective network within the domestic and global aviation systems as well as the global aviation regulatory authorities to promote sharing of data, statistics and information on environmental management required to enhance safety and security to eliminate any possible risk to the PNG Civil Aviation Industry.

The candidate we seek to appoint must possess the following mandatory requirements:

- Degree in Environmental Science or equivalent;
- Holder of relevant aviation document acceptable to the Director;
- Five (5) years' work experience with extensive background in aviation Safety Management System;
- Minimum of five (5) years' work experience in a similar role;
- Thorough knowledge of CA Act, CARs, ICAO Annexes and Business and Operations of CASA PNG;
- Broad knowledge in environmental management and Safety Management System;
- Broad knowledge in Auditing/inspection;
- Effective problem solving skills;
- Highly skilled in investigating and analysing incidents and report writing;
- Demonstrated ability to implement strategic plans and programs to effectively deliver corporate goals;
- Considers the ramifications of issues and the longer term impacts;
- Builds and sustains relationships with a network of key people internally and externally;
- Fosters effective teams within the respective Branch and works collaboratively with others;
- Knowledgeable in the Flight Safety functions and have ability to identify and highlight safety related issues for corrective attention;
- Manage aviation risks through effective regulation practices;
- Demonstrated high degree of interpersonal, oral and written communication skill; including the ability to liaise at a senior level with other areas of the Authority;
- Experience and ability to communicate effectively in a complex technical environment;

6. Admin Officer (Aviation Facilities)

The Aviation Administrative Officer is responsible for the following deliverables:

- Manage and coordinate the day-to-day activities of the Aviation Facilities Division including managing and providing administrative services, attending to telephone calls from internal and external clients, customer enquiries and recording of appointments;
- Organize travel and accommodation arrangement for the Aviation Facilities Division staff and ensuring adherence to CASA policies and procedures;
- Maintain travel requisition registers and records;
- Assist the Executive Manager Aviation Facilities with the administration duties and coverage as required;
- Coordinate meetings as required by the Aviation Facilities staff;
- Provide support by arranging and setting up venues, taking minutes and assisting with the tracking of action items;
- Coordinate and log the flow and exchange of information between Aviation Facilities staff, other members of the CASA management team, the industry and the public; • Maintain the files and records associated with the Executive Manager's Office;
- Provide general administrative support to the Division within the CASA Office as and when required;
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace.

The candidate we seek to appoint must possess the following mandatory requirements:

- Have obtained a Secretarial Study Certificate or Diploma in Business Management from a recognized tertiary training institution;
- At least 3 years' experience as a secretarial / Technical Assistant;
- Have effective communication skills;
- Have good understanding of customer services;
- Effective team worker.

"The Civil Aviation Safety Authority of Papua New Guinea is an equal opportunity employer and encourages both men and women to apply".

The Positions are available for PNG Citizens only

Email all applications including relevant certificates, Police Clearance and recently updated CV to:

Manager, Human Resource
Civil Aviation Safety Authority of Papua New Guinea
P.O Box 1941
Boroko
National Capital District

Attn: Recruitment Officer on email address:
recruitment@casapng.gov.pg

Deadline for submission of applications is 13th March 2026.

Please note that only Short Listed candidates will be contacted for an interview. If you do not hear from us within 2 weeks from the closing date of application, then you may consider your application unsuccessful.

Authorized by:

.....
Benedict Igo Oraka
CEO & Director of Civil Aviation