



## Job Opportunity

The Civil Aviation Safety Authority's (CASA) primary function is to conduct the safety and security regulation of civil air operations in PNG. CASA performs the following regulatory functions:

- develop, establish and promulgate safety and security standards
- monitor adhere to safety and security standards
- 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 through education programs

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

### Document Control/Technical Writer

Reporting to Senior Quality Assurance Officer, the Document Control/Tech Writer is responsible for the control and daily management of documents in CASA PNG.

The key requirements of this position includes Diploma or appropriate tertiary qualification and appropriate training course in Document Control with a minimum of 3 years' experience.

**Full details of Job Description can be obtained from the Corporate Services Division on telephone 3257320. Please forward all written applications including relevant certificates and recent updated CV to:**

**Manager Human Resource  
Civil Aviation Safety Authority  
P.O Box 1941  
Boroko  
National Capital District**

**Attn: Recruitment Officer or email to: [recruitment@casapng.gov.pg](mailto:recruitment@casapng.gov.pg)**

**Deadline for submission of applications is 21<sup>st</sup> August 2021.**

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

**Authorized by: Mr. Benedict Igo Oraka, ML  
CEO & Director of Civil Aviation**