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Job Responsibilities:

Works in analysing, reviewing and presenting the annual and ad-hoc manpower budget requirements across the flight crew, CC and crew member training including the determination of required trainers in each category.

Prepares the annual leave planning and bidding for crew members ensuring that all entitled crew members will be allotted annual slot to consume their yearly allotment, and when feasible clearing the back log annual leave balance.

Gathers all required data necessary for the preparation of crew pairings; i.e. flight schedules both seasonal and ad-hoc, and for the preparation of crew training activities including ground, simulator and line flying, necessary for monthly to long-term planning and forecasting.

Prepares all required crew pairings for – monthly, seasonal and annual budget preparations and calibrations including arrangement with relevant departments for those needing hotel accommodation, transportation, seat blocking and crew entry & visa and crew APIS/APP requirements.

Job Requirements:

Bachelor's degree in Information Systems, Management/Math or equivalent from a recognized

university is highly desirable for this role; alternately, a diploma in a related field (aviation/transportation management) is acceptable if combined with necessary working experience.

Project management training and experience is an advantage

IATA principles & standards relating to security is an advantage.

Advanced skills in crew management systems, productivity tools and Microsoft Office

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