EXTERNAL ADVERTISEMENT

Position / Job Title:	Training and Compliance Administrator (Part 135)
Divisions:	Absolute Flight Services
Reports To:	Accountable Manager (Human Resources line manager)
Minimum Required Qualification:	• Grade 12/Matric • Diploma or certificate in Office Administration, Human Resources or Aviation Administration (advantageous) • Proficiency in Microsoft 365 (Word, Excel, Outlook and Teams)
Experience and Requirements:	The following experience is required: • Minimum of 2 years of administrative experience in a training, compliance or records environment within the aviation industry (aviation experience is a must). • Experience scheduling and booking training with external providers, and tracking attendance, validity and expiry dates. • Experience maintaining personnel or crew records on an electronic compliance, safety or quality management system. • Experience coordinating documents between internal departments and external parties for review, signature and filing. • Working knowledge of the record-keeping requirements of a Part 135 AOC operation under the SACARs and SACATS is an advantage.

Inherent Job Requirements:	• **Meticulous Attention to Detail:** Accurate capture and verification of certificates, expiry dates and personnel records. • **Organisation and Time Management:** Ability to manage multiple schedules, renewals and deadlines across several postholders. • **Reliable Follow-Through:** Proactive flagging of outstanding, expiring or incomplete records before they lapse. • **Clear Communication:** Professional verbal and written English for liaison with training providers, vendors and staff. • **Working Within Delegation:** Understands that the role executes tasks for postholders and holds no technical judgement or regulatory sign-off. • **Integrity and Confidentiality:** Trustworthy handling of sensitive personnel, safety and operational information. • **Electronic Systems Proficiency:** Competent use of digital compliance, records and document management systems.
Key Responsibilities:	Provide administrative and coordination support across training, regulatory applications, safety and security for the Part 135 operation, on tasks delegated by the relevant postholders. **Training coordination (PRFO)** • Schedule and book induction, recurrent and provider-led training. • Track attendance, validity and expiry dates; collect and file certificates. • Facilitate compilation of monthly training figures to support PRFO review and sign-off before submission. **Regulatory application support (Accountable Manager)** • Assist in compiling supporting documentation and completing application forms for postholder review. • Responsibility for content and outcome remains with the postholder throughout. **Safety support (ASO), not limited to** • Assist in coordinating the scheduling of safety audits and compiling supporting documentation; the ASO retains findings and sign-off. • Distribute occurrence reports and safety bulletins to staff, where required, once approved by the ASO. • Keep the safety data system and induction requirements current on the electronic compliance system.

	Security support (Security Manager), not limited to • Assist in scheduling and coordinating the facilities, aircraft and personnel inspection and audit programme; compile checklists and file results for Security Manager review.
Accountability and Exclusions:	• Every task is performed on delegation. The postholder named against each area retains full accountability for accuracy, compliance and regulatory outcome, in line with CAR 135.06.2. This role carries no sign-off authority. • Part 91 activity is excluded. The role supports the Part 135 operation only (Absolute Flight Services AOC). • Day-to-day tasking comes from the relevant postholder. Where priorities conflict, escalate to the line manager rather than resolving unilaterally.
Date of Distribution:	10 November 2026
Application Closing Date:	30 November 2026
Forward CV's to:	career.za@axis-aviation.com EE Candidates/Candidates of designated groups are encouraged to apply. Applicants who have not received a response within 7 days from the closing date must consider their application unsuccessful.