

## JOB DESCRIPTION



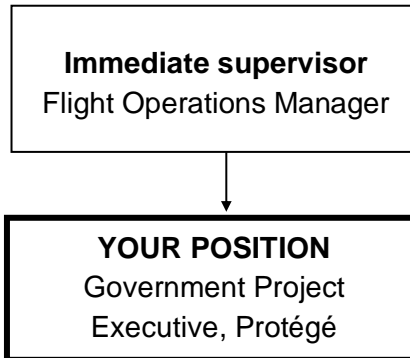
Revision Date:

Position Title	Protégé – Government Project Executive	Job Grade	Protege
Division	HQ support	Department/Unit	Flight Operations
<b>A. JOB PURPOSE:</b> (Helps to define the purpose of job)			
<ul style="list-style-type: none"> <li>Government Project Executive is responsible to monitor and keep records of monthly aircraft statistics to be forwarded as and when required by management and clients.</li> </ul>			
<b>B. JOB SUMMARY/KEY RESPONSIBILITIES:</b> (Functions of positions – please provide 3 to 8 key accountabilities)			
<ul style="list-style-type: none"> <li>Preparing paperwork and applying for security clearance of expatriate pilot.</li> <li>Opening and maintaining/updating pilot personal files for operational use.</li> <li>Preparing paperwork and applying for Licence Validation of expatriate pilot.</li> <li>Maintaining expatriate pilots' validation data/status.</li> <li>Assisting in compiling, checking, and applying for Malaysian Restricted Licence for the expatriate pilots.</li> <li>Updating / maintaining the operation's administrative files.</li> <li>Liaise with Finance/Account Department on operation's administrative expenses.</li> <li>Assist the Sr. Exec. Corporate Liaison in ongoing and all ad hoc administration related to the operation.</li> <li>Preparing paperwork and applying for working permit of expatriate pilots, engineers &amp; management personnel.</li> </ul>			
<b>C. POSITION SPECIFICATIONS</b> (Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)			
Academic qualifications & professional certificates	:	Essential :	Degree in Aviation Management
		Preferred :	
Experience / exposure	:	Essential :	
		Preferred :	
<b>D. COMPETENCIES</b>			
Knowledge & skills required	:	General :	<ul style="list-style-type: none"> <li>Required language(s): English and Malay.</li> </ul>
		Technical:	<ul style="list-style-type: none"> <li>Maintaining accurate records</li> <li>Organizational and time-management skills</li> <li>Excellent in MS Office software applications</li> <li>Excellent verbal and written communication skills.</li> <li>Analytical Thinking: The ability to analyze problems logically, to think laterally, to spot trends, and possible consequences and determine appropriate action.</li> </ul>
Personal Attributes	:		<ul style="list-style-type: none"> <li>Well-developed interpersonal, analytical, and problem-solving skills</li> </ul>
<b>E. KEY CHALLENGES</b>			
<b>F. DIMENSIONS / AUTHORITY LIMITS</b> (e.g.: CAPEX, OPEX, revenue / budget)			



Revision Date:

**G. REPORTING STRUCTURE**  
*(Direct report / superior / peers within department)*



**APPROVED BY:**

Signature :  
Name :  
Date :

**ACCEPTED BY:**

Signature :  
Name :  
Date :