

Job Description

Job Title:	Summer Intern – Airport Operations Duty Officer	Job Category:	Technical Operations
Department/Group:	Airport Operations	Job Code/ Req#:	
Location:	ORIA	Travel Required:	None
Level/Salary Range:	Grade R	Position Type:	4-8 Weeks (Summer Internship)
Job Holder:			

Job Purpose

We are seeking a motivated and detail-oriented Summer Intern to join our Airport Operations team. This internship provides a unique opportunity to gain hands-on experience in key areas of airport operations and customer service. The intern will rotate through various functions, work on industry-based projects, and interact with aviation professionals in a dynamic and fast-paced environment.

Role and Responsibilities

- Assist with the allocations of aircraft stand parking, gates, baggage carousels and check-in counters and submit daily Operations Plan to relevant parties
- Perform data entry for aircraft activities
- Update Flight Information Data System daily
- Participate in daily airside safety inspections of the airside facilities and report logging
- Remove foreign object debris, document inspection findings and report unsafe conditions to management for corrective action
- Participate in airside wildlife control to minimise risk of incidents
- Assist with the notification of airport incidents, accidents, emergencies and other occurrences outside of the norm and disseminate information appropriately
- Log stakeholder maintenance faults
- Submit end of shift reports and airside daily reports to management

Preferred Qualifications

- Currently pursuing a degree in an Aviation related field
- Strong communication and interpersonal skills
- Interest in airport operations, aviation, and customer service
- Ability to work both independently and in a team environment
- Eagerness to learn and a proactive attitude

Training & Education

The intern will be given the opportunity to attend the following training sessions:

- Safety Management System training
- General-Security Aviation training
- Air Safety Support International E-Learning

Working Conditions

- Outdoor work is a must and will therefore result in exposure to the elements and potentially unfriendly conditions

Benefits

- Real world experience in airport operations and customer service
- Networking opportunities with aviation professionals
- Career development support including performance reviews and resume workshops
- Potential for job recommendations or future employment opportunities
- Salary

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