

Nepal Airlines Corporation

Japan Office

Vacancy Announcement

Nepal Airlines Corporation announces vacancy for the post of Office Secretary cum Security Manager for its Country Office-Japan as per the following details:

Job Description

Security Program related

- Maintain Security Program to perform audits and inspections.
- Manage updates and revisions of the NCASP.
- Manage revisions and conduct regular audits of the National Civil Aviation Security Educational Training Program.
- Manage updates and conducts audits of the Airport Security Program.
- Manage updates and revisions and conduct audits of the criteria of Aviation Security Program.
- Manage updates and revisions and conduct audits of Aircraft Operator Security.
- Manage updates and revisions and conducts audits of the National Aviation Quality Control Program.
- Manage updates and revisions and conducts audits of the Regulated Agents and Security Program Criteria.

Security Training related

- Attend regular training and examination for aviation security educational training instructor session.
- Manage, execute, inspect, audit and verify the regular educational records of the Ground Handling Organization.
- Conducts regular Aviation Security Educational Training courses for the ground staff and provide:
 - Technical Education Training
 - Motivation Education Training
 - Chief Instructor
 - Training Materials
 - Training Courses Syllabus
- Curriculum "Terrorism Outline"
- Curriculum " Risk and Crisis Management"
- Curriculum General Knowledge for Aviation Security"
- Curriculum "Security System and Entry Management"
- Curriculum "Regulated Goods and Prohibited Items"
- Curriculum " Security for checked Baggages"

Reporting, Monitoring and Communication Related:

- Execute an Audit and an Inspection of the implemented Security measures at the airport the airlines operates (Mandatory once a year)

- Report the results to the HQ and conduct any corrections and improvements actions to comply with the standards in the National Civil Aviation Security Program.
- Respond and correspond to the audit conducted by the JCAB and or airport Authorities and provide all the documents and materials to the JCAB and of Airport Authorities.

Job Requirements

- Good manners, etiquette and excellent interpersonal and communication skills.
- Well organizes, self-motivated.
- Good numeric and analytical skills.
- Outstanding interpersonal and influencing skills.
- Self-starter and able to work in team and independently.
- Hardworking and able to work efficiently, effectively and work under pressure.

Your Background Requirements

- Permanent resident of Japan and Eligible to stay and work in Japan.
- Should work in Osaka and if necessary must visit Tokyo, Japan.
- Minimum educational qualification of 10+2 or Higher Secondary School but the English Proficiency is must.
- English speaking and writing skills, Reading, Writing and speaking in Japanese language is preferred.
- Good skill in Microsoft Excel, Word and Power Point. Adobe Photoshop skills will be an added advantage.
- Work experience in airlines/travel agency preferred
- Candidate without previous experience but strong interest to work as Security Manger in Airlines Company will also be considered.
- Other relevant skill in the airlines security program will be a plus.

Conditions

- It is mandatory to attend on basic/ recurrent training and pass the relevant exam every year.
- The position is Contractual for initial term of two (2) years and renewal subject to satisfactorily perform and discipline. The candidate should be able to move to Tokyo station upon requirement of NAC.
- The probation period will end after being eligible for security manager after the successful completion of the security training.

Successful Candidates will be rewarded with opportunity to travel abroad. Nepal Airlines Corporations offers attractive employment package as per Corporation Policy and Staff Training and Development related to work of the selected candidate. The interested and eligible Candidates are requested to send their applications along with their Curriculum Vitae (CV) and a personal statement regarding why they are qualified for this job and date of availability to join work along with the expected monthly salary not later than 15 days of the publication of this notice addressed to :

Country Manager, Japan, Nepal Airlines Corporation.

Email: nac_kix@nac.com.np

All the certificates, supporting documents must be self-attested presented along with the job application at the above e-mail address.

To understand more about our Corporation, Please visit our website:www.nepalairlines.com.np

Nepal Airlines is an Equal Opportunities Employer. Personal data provided by job applicants will be used strictly for recruitment purpose only.

Shortlisted candidates will be called for personal Interview. Candidates not notified within four weeks may consider their application unsuccessful.

Nepal Airlines Corporation reserves the right to reject/accept any application without giving reason whatsoever.

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