

VACANCY – QUALITY & SAFETY DEPARTMENT

An opportunity has become available for an **Internal Quality Auditor**, reporting to the **Quality and Safety Manager**. The successful incumbent will be based at Lanseria International Airport.

AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

To ensure ongoing implementation and adequate management of Quality Assurance System; Safety Management System; Aerodrome Emergency System; Environmental Management Programme; Dangerous Goods; Aviation Security Training Programme; Occupational Health and Safety (OHS) as well as other implemented Management Systems at the Airport in compliance with Part 139 and Part 140 of the Civil Aviation Regulations and other relevant civil aviation regulations, statutory and regulatory requirements as well as customer requirements

Key Responsibilities

- Assist with preparation of annual audit plan and audit notification.
- Distribution of approved audit plan dates and audit notification to the auditees and management.
- Review of applicable regulatory requirements, results of previous audit reports, assessments and implemented safety risk controls
- Develop applicable audit checklist in line with applicable regulatory and technical standard requirement, customer as well as statutory requirements, developed aerodrome manuals, policies, procedures and processes.
- Conduct opening meetings with auditee, interviews with relevant personnel and verification of records related to the audited procedures.
- Review QMS documentation, processes and procedures to ensure consistency and adherence to the set standard and audit criteria.
- Identifying deviation from standards and documenting audit findings and classification.
- Record nonconformities using Non-conformance report form.
- Maintain updated non-conformance tracker register.
- Evaluate submitted corrective action plan (CAP), root cause analysis (RCA) implemented corrective action and supporting documentation for the closing action.
- Conduct closing meeting with auditees and senior management to discuss audit results
- Preparing detailed audit reports and presenting audit results and findings to management and relevant teams including various committees.
- Providing insights and recommendations to enhance the effectiveness, efficiency and overall quality of the organization's Quality Management System (QMS).
- Conduct awareness training and guidance to operational staff and process owners on QMS requirements and best practices.
- Issuance of Non-Conformance Reports (NCRs) to various departmental managers for all external audit reports.
- Coordination role for external audit bodies (SACAA, Airlines and other).
- Submitting Corrective Action Plans (CAPs), Root Cause Analysis (RCA) and implemented corrective action in the SACAA system and manual system for closing action of external audit findings.

- Monitoring timelines for the closing actions for both internal and external audits
- Prepare monthly audit status report for senior management.
- Quarterly presentation of audit findings to various Committees
- Present analysis of internal and external audit findings as input to Management Review Committee.

PRIMARY QUALIFICATIONS, REQUIREMENTS, SKILLS & EXPERIENCE:

- Education: Grade 12; National diploma Internal Auditing or National Diploma in Quality or equivalent.
- Auditing Expertise: Proven ability to conduct audits, including planning, execution and follow- up.
- Experience: Proven experience in quality assurance, quality control, or a similar role, often in a regulated industry will be advantageous.
- Certifications: ISO 9001 Lead Auditor certification or equivalent.
- Knowledge: Strong understanding of quality management systems standards like ISO 9001 and relevant regulatory requirements.
- 3- 5 years auditing & risk assessment
- Drivers Licence

PRIMARY COMPETENCIES & REQUIREMENTS:

- Ability to analyse data, identify root causes of problems and make informed recommendations.
- Excellent written, verbal and presentation skills to effectively communicate findings to various stakeholders.
- Ability to work collaboratively with cross-functional teams, management and operational staff
- Attention to Detail: Meticulousness in document review, process observation, and record keeping.
- Ability to exercise independent judgment and make informed decisions.
- Proficiency in Microsoft Office applications.

APPLICATIONS

Applications with a covering shortened CV must be submitted to careers@lanseria.co.za by the closing date of the 2 February 2026.

Internal and External candidates will be considered. No late applications will be accepted.

Should candidates not be notified of the outcome of their applications within 7 days of the closing date, they should please regard their applications as unsuccessful.

Lanseria International Airport is an equal opportunity and affirmative action employer.