Careers

Careers at ATNS

The SHR department is responsible for the implementation of the recruitment processes within ATNS and also to ensure that the Policies and Procedures are adhered to in this regard. ATNS utilizes reputable and highly recognized interview techniques as well as applicable assessments in sourcing and attracting highly qualified prospective employees.

The interview technique used is the Competency Based Interview style and there are various types of assessments used i.e. PPA (Personality Profile Analysis), SHL Assessments, Elsa Tests.

The following are some of the careers available at ATNS within the different departments:

Service Delivery
- Air Traffic Service Assistants
- Air Traffic Controllers
- Senior Air Traffic Controllers
- Principal Air Traffic Controllers
- Airspace Efficiency
- AIM clerks
- Flow Management Specialists
- Central Airspace Management Specialists
- Technicians
- Engineering Technicians
- Project Engineers
- Systems Engineers

Air Traffic Management/Communication Navigation & Surveillance and Planning
- Aeronautical Information Services Specialists
- Air Traffic Management Specialists
- Human Factors Specialists
- Investigations and Standards Specialists
- Surveyors
- Flight Procedure Designers

Aviation Training Academy
- ATS Instructors
- Engineering Instructors
- Simulator Support Officers
- Course Administrators
- Instructional Designers

Business Development
- Project Managers
- Marketing Specialists
- Communication Specialists
- Business Development Managers
- Corporate Relations Officers

Strategic HR
- HR Development Specialists
- Employee Wellness Practitioners
- HR Generalists
- Employee Relations Practitioners
- HR & Payroll Administrators
- Organisational Development Practitioners

Finance
- Financial Accountants
- Management Accountants
- Creditors and Debtors Specialists
- Procurement Officers

Information Technology
- End User Supporters
- Business Systems Supervisors
- Network Infrastructure Personnel
- Project Management Specialists

Bursary Programmes
ATSA Bursary Programme

ATNS is the sole air traffic and navigation services provider (ANSP) in South Africa and provides all of the training for career opportunities in air traffic control and related services at our training academy (ATA) in Johannesburg.

ATNS is proud to provide bursaries in order for motivated and interested people to train to become Air Traffic Services Assistants (ATSA's).

An ATSA performs a support function to an Air Traffic Controller and is an important member of the team who ensures the safe, orderly and expeditious travel by air of millions of passengers per annum.

Bursary overview

The bursary programme facilitates an opportunity to perform the necessary studies and to obtain the relevant exposure necessary in order to qualify as an ATSA.

The study bursary provides each bursar with an opportunity to conduct their studies at the ATA and includes a practical exposure period. The following is offered as part of the bursary:

- Transport to the guest lodge in Johannesburg at the beginning of the training programme and returning at the end of the programme (if the bursar is from outside Gauteng)
- Cost of tuition
- Accommodation, on a sharing basis, at a guest lodge arranged by the ATA
- Transport to and from the ATA and operational control centre for practical exposure, as per study and practical requirements
- Breakfast, lunch and dinner daily
- A monthly allowance
- 10 days of non academic activities as determined by the study programme co-ordinators

After the initial part of the course, when bursars are posted to an operational control center for operational exposure learning, bursars may elect to take care of their own accommodation, meals and transport. ATNS will then provide a monthly allowance to cover these expenses. Bursars must ensure that they are on time for their classes and shifts. Punctuality will be strictly enforced.

Bursary requirements

Bursars are required to pass all of their modules, courses and examinations in order for the bursary to continue. Should a bursar not successfully complete an examination or assessment, but achieve more than 50%, he/she may be given the opportunity to rewrite or be re-assessed. Should he/she still not be successful, the bursary will be terminated.

Once a bursar has successfully completed the bursary programme, he/she will have graduated with an ATSA license rating qualification. The next step in becoming an ATSA is to validate this rating on operational positions.

In order to validate the ATSA rating, ATNS may offer the bursar a six months fixed term contract to complete the necessary operational work to validate the ratings. In terms of the bursary contract, the successful bursar accepts this contract. During this time, the bursar receives a salary and is no longer eligible for company accommodation, transport etc. medical aid and pension are not provided as benefits during this contract period.

Should a bursar choose not to undertake the fixed term contract, ATNS may claim the investment made to date by the company. During the fixed term contract the bursar must complete all of the necessary validations required to perform solo duties as an ATSA. The bursar's performance is continually monitored during this time and feedback is provided on an ongoing basis.

Within one month of the end of the fixed term contract, the line manager will take a decision regarding offering the bursar permanent employment as an ATSA with ATNS. The offer of permanent employment will include an ATSA salary and full benefits including medical aid, pension etc. On acceptance of the offer, the ATSA becomes a fully fledged member of the ATNS air traffic services team. He/she will be obliged to work for ATNS for one year in terms of the bursary agreement.

Minimum Requirements

- Preferably 18 years or older
- Grade12 with Maths and English HG D or SG C or have achieved a minimum level 4 and above
- Medically fit
- South African Citizen

ATC Trainee Bursary Programme

ATNS is proud to provide bursaries for motivated and interested ATC trainees to train to become Air Traffic Controllers (ATC's). An ATC is an important member of the team who ensures the safe, orderly and expeditious travel by air of millions of passengers per annum by

ensuring that aircraft are separated from one another and ensuring an organised flow of air traffic.

The ATC Trainee programme consists of 3 phases, namely the Bursary Scheme (bursary contract), the ATC Learnership (under fixed term contract) and ATC aerodrome course and validation phase (under fixed term contract). The study bursary provides each bursar with an opportunity to conduct their studies at the ATA and includes a practical exposure period of phase one of the ATC Trainee programme.

Phase 1: Bursary Scheme
The following is offered as part of the ATC Trainee bursary:
- Transport to the guest lodge in Johannesburg at the beginning of the training programme and returning at the end of the programme (if the bursar is from outside Gauteng)
- Cost of tuition
- Accommodation, on a sharing basis, at a guest lodge arranged by the ATA for the duration of the core content course
- Transport to and from the ATA as per study requirements for the duration of the core content course
- Breakfast, lunch and dinner daily for the duration of the core content course
- A monthly allowance payable at the end of the each month
- 10 days of non academic activities as determined by the study programme co-ordinators

The bursary arrangement will cease upon successful completion of the ATS rating course. Bursars must ensure that they are on time for their classes and shifts. Punctuality will be strictly enforced. Bursars are required to pass all of their modules, courses and examinations in order for the bursary to continue. Should a bursar not successfully complete an examination or assessment, but achieve more than 50%, he/she may be given the opportunity to rewrite or be re-assessed. Should he/she still not be successful, the bursary will be terminated.

Phase 2: ATC Trainee
Once a Trainee has successfully completed the bursary phase, Phase 1 of the ATC Trainee training programme, he/she will have graduated with an ATSA license rating qualification. The next step to becoming an ATC is to validate this rating on operational positions. The following is offered as part of The Learnership Program Validation:

In order to validate the ATSA rating and continue with the ATC Trainee training programme, ATNS may offer the bursar:
- An eighteen month fixed term contract. In terms of the bursary contract, the successful bursar accepts this contract
- During this time, the bursar receives a salary
- No longer eligible for company accommodation, transport etc.
- Medical aid and pension are not provided as benefits during this contract period
- ATC Trainees should ensure that adequate measures are taken to provide for these

Should a bursar choose not to undertake the fixed term contract, ATNS may claim the investment made to date by the company.

Responsibility of Bursar/Trainee:
During the fixed term contract the bursar must complete all of the necessary validations required to perform solo duties as an ATSA. The ATC Trainee's performance is continually monitored during this time and feedback is provided on an ongoing basis. During this phase the trainee will be required to sign an Aerodrome training contact. This agreement will cover the aerodrome exposure, rating training and validation and oblige the individual to work for ATNS for five years after aerodrome validation.

In the event that an ATC Trainee is not successful in the aerodrome selection process, or fails the aerodrome related courses, or fails the aerodrome validation training, the trainee will not qualify to continue with the ATC Trainee bursary programme and ATNS may claim the investment made to date by the company. The trainee may apply for other positions e.g. ATSA should vacancies exist and if he/she meets the selection criteria. The fixed term contract will end after the eighteen months or upon successful validation of the Aerodrome rating and subsequent offer of permanent employment, depending on which milestone is reached first.

Phase 3: ATC
The offer of permanent employment as an Air Traffic Controller (ATC) will include an ATC salary in line with the Air Traffic Services (ATS) salary matrix and full benefits including medical aid, pension etc. On acceptance of the offer, the ATC Trainee becomes a fully fledged member of the ATNS air traffic services team.

Phase 3: ATC
More information
Bursars are required to pass all of their modules, courses and examinations in order for the bursary to continue. Should a bursar not successfully complete an examination or assessment, but achieve more than 50%, he/she may be given the opportunity to rewrite or be re-assessed. Should he/she still not be successful, the bursary will be terminated.

Once a bursar has successfully completed the bursary programme, he/she will have graduated with an ATSA license rating qualification. The next step in becoming an ATC is to validate this rating on operational positions.

Aeronautical Information Management Bursary

ATNS is proud to invite dynamic and enthusiastic individuals to apply to be part of the Aeronautical Information Management (AIM) bursar programme.

Aeronautical information Management is the skeletal and vascular system of the Air Traffic Management body. Opportunities exist to grow and develop skills in the following careers within Aeronautical Information Management:
•   ATS flight-planning
•   Communications
•   NOTAM
•   Static and dynamic data management
•   Publication of Integrated Aeronautical Information Packages
•   Aeronautical flight procedural design and charting
•   Aeronautical Surveying

This bursar programme facilitates the initial training and exposure necessary to take the first steps along an interesting and ever evolving gurney in the field of aeronautical information management as an Aeronautical Information Management Clerk.

Bursary overview
The study bursary provides each bursar with an opportunity to conduct their studies at the Aviation Training Academy (ATA). The following is offered as part of the bursary:
•   Cost of tuition for the ATS Core content and Human Factors Courses
•   Accommodation, on a sharing basis, at a guest lodge arranged by the ATA
•   Transport to and from the ATA, as per study and practical requirements
•   Breakfast, lunch and dinner daily
•   A monthly allowance
•   10 days of non academic activities as determined by the study programme coordinators

After the successful completion of the initial course at the ATA, ATNS may offer the bursar a six months fixed term contract to complete the necessary operational on the job training in either Flight-planning or Aeronautical Communications. In terms of the bursary contract, the successful bursar accepts this contract. During this time, the bursar receives a salary and is no longer eligible for company accommodation, transport etc. medical aid and pension are not provided as benefits during this contract period. Learners will be working in a shift environment and must ensure that they are on time for their shifts.

AIM students now become permanent employees and do not qualify for the next phase of exposure offered on the ATSA contract. After the initial course, core content course, when bursars are posted to an operational control centre for operational exposure learning, bursars may take care of their own accommodation, meals and transport. ATNS will then provide a monthly allowance.

Bursary requirements
Bursars are required to pass all of their modules, courses and examinations in order for the bursary to continue. Should a bursar not successfully complete an examination or assessment, but achieve more than 50%, he/she may be given the opportunity to rewrite or be re-assessed. Should he/she still not be successful, the bursary will be terminated.

Should a bursar choose not to undertake the fixed term contract, ATNS may claim the investment made to date by the company. During the fixed term contract the bursar must complete all of the necessary validations required to perform solo duties as an AIM Clerk. The learners' performance is continually monitored during this time and feedback is provided on an ongoing basis.

Within one month of the end of the fixed term contract, the line manager will take a decision regarding offering the learner permanent employment as an AIM clerk with ATNS. The offer of permanent employment will include an AIM clerk salary and full benefits including medical aid, pension etc. On acceptance of the offer, the AIM learner becomes a fully fledged member of the ATNS Aeronautical Information Management team. He/she will be obliged to work for ATNS for one year in terms of the bursary agreement.

Minimum Requirements
•   Preferably 18 years or older
•   Grade12 with Maths and English HG D or SG C or have achieved a minimum level 4 and above
•   South African Citizen

Bursaries

Application Form
Application for Employment

Position applied for:

Personal details

Surname:

Title: Mr Mrs Miss Prof Dr

Maiden name:

Preferred name:

First names:

Date of birth: Y Y Y Y M M D D

ID number:

Gender:

Place of birth:

Country of birth:

Citizenship:

Marital status: Single Divorced Married Widow/Widower

Other: (specify)

Residential address:

Code:

Postal address:

Code:

Qualifications

Last school attended:

Year:

Highest standard passed:

	Subjects	Levels	Symbol
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

University / Technicon / other attended:

From: Y Y Y Y M M D D To: Y Y Y Y M M D D

Qualification obtained: Year: Y Y Y Y

Subjects:
1. _____   2. _____
3. _____   4. _____
5. _____   6. _____
7. _____   8. _____
9. _____   10. _____

Testing stations

Please select your nearest testing station:

Bloemfontein	☐	Cape Town	☐
Durban	☐	East London	☐
Johannesburg	☐	Nelspruit	☐
Polokwane	☐	Port Elizabeth	☐

Medical history

Have you suffered from the following:

Eyesight deficiency   Yes ☐   No ☐
Hearing problems   Yes ☐   No ☐

Any other medical problems: (specify) _____

_____

Are you on any medication: Yes ☐   No ☐

If yes, please specify: _____

_____

I declare that the above particulars are complete and correct and I understand that any false information supplied could lead to my immediate dismissal, should I be appointed.

_____   _____   _____
Signature   Date   Witness

Please enclose the following:
1. Certified copy of your ID document
2. Certified copy of your matric results or relevant qualification (SAQA accredited)
3. Certified copies of any tertiary qualifications – if applicable
4. A one page motivation, telling us why you want to become an Air Traffic Controller (ATC) or an Air Traffic Service Assistant (ATSA)