



IVAO SWITZERLAND STAFF RECRUITMENT – FALL 2020

GENERAL REQUIREMENTS

For all listed positions, the following requirements apply:

- Good English level (B2 or greater)
- Available to perform staff tasks on a regular basis
- Active on the division's interaction platforms (TS3/Discord)
- Minimum rating ADC or PP
- Minimum 16 years old
- Member of the Switzerland division for at least 3 months
- IVAO member for at least 6 months

GENERAL TASKS

All staff members are required to do the following:

- Keep up-to-date with the division work
- Manage incoming emails and/or messages
- Use the work planning tool to keep others informed of progress in assigned tasks
- Participate to monthly staff meetings
- Be available and present for members

APPLICATION PROCESS

To apply, send an email introducing yourself, listing your motivations and the staff position you're interested in to ch-staff@ivao.aero.

Don't hesitate to send your application even if you're don't fulfill all the criteria – we'll be happy to review it anyway!

OPEN POSITIONS

CH-AOAC (ATC OPS ASSISTANT COORDINATOR)

- Manage the ATC Operations Department in cooperation with the ATC Operations Coordinator
- Manage and update the sectorfiles for Aurora and IVAC 1
- Manage and update the IVAO Database for Switzerland
- Update the documents, procedures and information about ATC-related activities, in coordination with FIR chiefs and the Training Department
- Create and update documents for the Area Control Centre level
- Create and update Letter of Agreements with adjacent divisions

CH-FOAC (FLIGHT OPS ASSISTANT COORDINATOR)

- Manage the Flight Operations Department, in cooperation with the Flight Operations Coordinator
- Manage the tour reporting system
- Organize, create and manage the division tours
- Update the documents, procedures and information about pilots and flying activities, in cooperation with the Training Department

CH-SOC, CH-SOAC (SPECIAL OPS COORDINATOR, ASSISTANT COORDINATOR)

- Manage the Special Operations Department
- Create and update regulation documents as well as pilot and ATC documentation for Special Operations, in cooperation with the Flight Operations, ATC Operations, FIR chiefs and Training Department
- Organize Special Operations events and activities, in cooperation with the Events Department

LSAG-CH, LSAG-ACH (GENEVA FIR CHIEF, ASSISTANT FIR CHIEF)

- Manage the Geneva FIR
- Update the documents, procedures and information about ATC and pilot activities in the Geneva FIR, in cooperation with the Training Department and the ATC Operations Department
- Create and maintain an active, pleasant atmosphere inside Geneva FIR

CH-AWM (ASSISTANT WEBMASTER)

- Manage the Web Department, in cooperation with the Webmaster
- Manage the division website
- Upload and maintain content on the website as requested by other Departments