



NHV

# Temporary Project Officer - Operations

JOB DESCRIPTION

DATE OF ANALYSIS 05/11/2018

ANALYST FKE/JUM

REPORTS TO JUM

## DIMENSIONS

Project management  
Flight & ground operations  
Standardization & documentation

Location: HQ Ostend/Belgium  
Administrative work roster, Mon – Fri

## OBJECTIVES

Deliver the specific goals of the assigned project work within intended timeframe.

## COMPETENCES

### CORE

- Identification with the organisation
- Teamwork
- Initiative
- Performance motivation
- Flexibility
- Reliability

### JOB RELATED

- Communication
- Innovation
- Problem analysis
- Result orientation
- Accuracy

## JOB SUMMARY

As a Project Officer you will be working closely with the other members of the Operational Project team to deliver and support various projects.

Such projects include:

- the development and implementation of a group-wide operations system
- the implementation of a helpdesk/support system
- the conversion of manuals to a central documentation system
- the roll-out of a tablet devices for operational usage (Electronic Flight Bag, Electronic Tech Log, ...)

## RESPONSIBILITIES & MAIN RESULT AREAS

### PROJECT SUPPORT

- Provide administrative and logistic support to the project team in coordinating and completing project activities and tasks.
- Document and detail the intended way-of-working as defined by the project outline (standardization).
- Create reference materials for operational personnel affected by the changes of a project, both for use during the implementation as well as the maturity stage.
- Using the created documentation and reference material, give instructions on base to all relevant personnel.
- Assist in the migration of data.
- To contribute to the overall success of the project team as necessary or by performing other duties as may be required.

### SYSTEM SUPPORT

- Serve as a point-of-contact (helpdesk) for any issues and support requests from the different operations
- Document structural solutions for frequently encountered issues in the continued standardization effort.

### EXPERIENCE

- Bachelor degree in aviation engineering or business management.

### SKILLS

- Profound ICT knowledge
- Ability to deliver high quality documentation (attention to detail)
- Ability to quickly grasp complex technical concepts and make them easily understandable in text and pictures
- Instructional capabilities
- Excellent written skills in English
- Dutch and French is a plus
- Aviation knowledge is a plus

**Are you interested in this vacancy? Please send your cv and motivation to [martinevandervreken@nhv.be](mailto:martinevandervreken@nhv.be)**