



## BE A PART OF THE NATIONAL AIRLINE

REF NO: IAS/MIS/2025/2077

DATE: 17<sup>th</sup> September 2025

### FLIGHT DISPATCH INTERN FLIGHT OPERATIONS DEPARTMENT

JOB REF NO: JA/2025/114

**Job Scope:**

- Assist with the planning and execution of flight paths.
- Monitor Aircraft arrival and departure times and adjust schedules when there are delays.
- Maintaining the aircraft schedule to ensure they meet airport and airspace regulations.
- Calculating how much fuel is required for the weight of the aircraft and distance of the journey.
- Providing pilots with alternative flight plans in case of an emergency.
- Communicating with the aircraft Commander to solve any issues that may arise on a flight.
- Liaise with the ground operations personnel and maintenance engineers to ensure that various tasks, including refueling and other servicing, have been completed.
- Signing dispatch release forms to provide authorization for aircraft flight.
- Prepare flight paperwork for crew and ensure they receive it.
- Preparing flight plans containing information about the conditions, maximum allowable takeoff plan, weather conditions, and other information vital to the safe completion of a flight.
- Work alongside the flight Commander to authorize the dispatch of aircraft.

**Job Criteria:**

- Minimum 3 Passes in GCE O'Level excluding Dhivehi and Islam OR a Diploma or a higher qualification.
- Possession of CPL(A) with ME-IR will be an added advantage
- Preference will be given to candidates who hold or have held a dispatch license, OR who have completed a Bachelor's degree in a technical field.

**Location:**

Flight Operations Department / Velana International Airport

**Deadline for Applications:** 1400hrs on 24<sup>th</sup> September 2025

**Note:**

- \* Educational certificates must be accredited by MQA, if acquired from an overseas institution.
- \* **Only Maldivians** will be accepted for the above position and only shortlisted candidates will be notified.
- \* Inaccurate/incomplete and applications that do not meet the above requirements will be disqualified.
- \* For additional enquiries, please contact 3331268 or 3331292.

