**Dispatcher**

**Dept.:** Operation Control Center  
**Location:** 03\(^{rd}\) Floor building, Tân Sơn Nhất Airport, Hồ Chí Minh city, Viet Nam

**Reports to:**  
* Dispatch Manager.

**Responsibilities:**
- Analyse forecast meteorology conditions at the departure & intended destination to determine aircraft take-off & landing limitations  
- Dispatch the aircraft on the correct routing, ensuring all navigational rules & operational requirements are met  
- Provide a comprehensive flight briefing as required to operating Captains on all aeronautical information  
- Provide pre-fuel & total fuel orders to Engineering  
- Provide Load Control with fuel & aircraft regulated takeoff weight limitation required for weight & balance sheets  
- Computes in accordance with JP policies & aircraft performance data, pre-flight fuel requirements for each sector flight to enable operating Captains to ensure fuel ordered complies with Company & Regulatory authorities minimum operating requirements  
- Files the ATS flight plan in the required format plus any notifications of subsequent changes/cancellations to all enroute ATC authorities  
- Other duties as instructed by Management  
- Pre-flight fuel requirements  
- Analysis of meteorological conditions  
- Cancellations & notifications to ATC  
- Contact to Airport Authority all flights (schedule & Non schedule) Departure/Landing/Overflight permits & alternate airports for adhoc schedule or additional flights and long term schedule.  
- For adhoc schedule, dispatchers have to analysis pax figures, airport limits, crew, and ability of aircrafts to meet their requirements.

**Personal specifications:**
- The ability to handle multiple tasks  
- The ability to work within strictly defined deadlines  
- Able to work effectively under supervision.  
- Proactive and cooperative attitude.  
- Sound prioritizing and time management skills  
- Proven problem solving skills  
- Prepared to work in a strong team environment  
- Strong analytical skills

**Other Requirements**
- University degree.  
- English: Good verbal and written communication skill (Vietnamese / English)  
- Male only

**Applications:**
Cover letter (in English).  
Curriculum Vitae (in English).  
2 photos (4x6).  
Copy of ID card/Passport and other related Degrees/Certificates
**Crew Roster**

**Location:** Operation Control Center
03rd Floor building, Tân Són Nhất Airport, Hồ Chí Minh city, Viet Nam

**Reports to:** Manager Crew Planning.

**Main role:**
- Ensure all pilots and flight attendants are crewed on a daily, monthly basis in compliance with the requirements of the Company Operations Manuals, applicable CAAV legislation and the relevant industrial awards.

**Responsibilities:**
- Ensures all functions of the crewing planning area are performed to a high standard and in compliance with the requirements of the Company Operations Manual.
- Ensure flight crew and cabin crew are rostered in the most efficient manner to minimise costs whilst maintaining compliance and adhering to CAAV legislation.
- Liaise with Flight Operations/Cabin Services Management to ensure accurate crew information is prevalent to allow efficient and compliant rosters to be built.
- Coordinate and administer in accordance with relevant industrial awards-crew base transfers (full time/temporary), part-time crew and annual leave.
- Liaise with the scheduling department to ensure the integrity of the Airline schedule.

**Working Relationships:** Manager Crew Planning, Flight Operations Team.

**Personal specifications:**
- Highly motivated, driven by goals, strong team participant, customer focussed.
- Ability to work in shift and work without supervision.
- Strong computer skills.
- Excellent verbal and written communication skills.
- Ability to work quickly and efficiently under pressure.

**Other Requirements**
- University degree.
- English: Good verbal and written communication skill (Vietnamese / English)
- Male only

**Applications:**
Cover letter (in English).
Curriculum Vitae (in English).
2 photos (4x6).
Copy of ID card/Passport and other related Degrees/Certificates