



## Contract Management Office (CMO) Lead

Supporting the safe operations of search and rescue from coast to coast.  
You just can't beat the rewarding feeling of working for a team that does just that.

AirPro SAR Services is a joint venture between Airbus Defense and Space and PAL Aerospace, fully dedicated to the successful operation of Canada's Fixed Wing Search and Rescue Aircraft Replacement (FWSAR) program. A Canadian company, AirPro provides day to-day management of all in-service support subcontractors through service level agreements for the provision of engineering, logistics, maintenance, training, IT systems, infrastructure and materiel support throughout the product life cycle.

We are currently looking for a **Contract Management Office (CMO) Lead** to join our team. Our team, located in the Ottawa region, is a diverse and driven team – with quality search and rescue at the very heart of our organization. Each team member brings that same passion to the table, working together to create a search and rescue program that helps save lives across the country.

**What makes the ideal candidate for this role?** Primarily, it's a strong passion for helping others. Our core values center on the essential search and rescue function we support, and each team member brings those same ethics and values to the table.

### Duties and responsibilities:

- Lead the Contract Management Office (CMO) for the FWSAR program embedded in an Integrated Project Team (IPT) collocated in the National Capital Region with the DND Weapon System Manager.
- Leadership of a multifunctional and multi-disciplinary team of in-service support experts, integrated and collocated with the customer team with the objective of maximizing FWSAR fleet availability.
- Implementation of the In Service Support (ISS) Program and the management of those activities, with support from Airbus Defense and Space and AirPro's Chief Operating Officer.
- Management of Airworthiness including continuing airworthiness activities, supporting the issuance and maintenance of the airworthiness clearance, airworthiness accreditations, maintenance program updates, ISS airworthiness activities, Operational Airworthiness Clearance (OAC), and monitoring of the FWSAR Weapon System.
- Ensure that adequate support is provided during airworthiness audit activities by providing access to facilities, personnel, work area, and necessary documentation.
- Reporting any in-service problem affecting airworthiness of the FWSAR Weapon System through the Technical Problem Management System and in the Annual Airworthiness Report
- The CMO Lead will be responsible for ensuring that an Airworthiness Risk management plan is created and maintained. The CMO lead will participate on the Airworthiness Review Board (ARB), along with the SDE.
- Management of the Risk and Issue Management System affecting the FWSAR fleet and in



particular the airworthiness.

- Working with our customer in an Integrated Project Team to maximize efficient joint usage of Electronic Record Keeping Systems and accurate transfer of data.

**Qualifications:**

- Completion of an undergraduate degree in a related field is required
- Project Management Professional certification or equivalent is required
- 15+ years in an aerospace environment is required
- 10+ years of leadership experience
- Knowledge of the operation of a DND WSM organization would be an asset
- Experience working in a military environment is considered an asset
- Experience managing one or multiple complex projects involving several stakeholders
- Ability to effectively communicate and work with all levels of management
- Ability to multi-task
- Excellent organizational skills
- Able to work with changing priorities
- Proficiency with Office 365 applications

Qualified individuals should apply by submitting resume via email at [careers@airprosar.ca](mailto:careers@airprosar.ca)

For more information on AirPro SAR Services head to <https://www.airprosar.ca/>

**AirPro** is an Equal Opportunity Employer. Only those candidates selected for an interview will be contacted.