



GUYANA CIVIL AVIATION AUTHORITY **VACANCIES ANNOUNCEMENT**

The Guyana Civil Aviation Authority (GCAA) invites suitably qualified candidates to apply for the posts of:

1. Air Traffic Control Assistant

MAJOR DUTIES AND RESPONSIBILITIES

- Assist the Air Traffic Controller in the execution of his/her duties in accordance with established procedures;
- Assist in the coordination of flight plans and flight safety messages between air traffic control facilities;
- Assist in the preparation of flight strips and their transfer (if necessary) between control positions;
- Assist in the preparation of Log Entries and Reports; and
- Ensure the timely distribution and dissemination of aeronautical information essential to the safety and regularity of both domestic and international air navigation.

AND

2. Aeronautical Information Management Officer

MAJOR DUTIES AND RESPONSIBILITIES

- Receive/disseminate aeronautical information in a format usable to its recipients;
- Amend and update aeronautical documents;
- Accept and disseminate flight plans;
- Calculate, accept and record air navigational charges;
- Maintain watch-keeping duties which include provision of face-to-face briefing of pilots; and
- Input and archive aeronautical statistical information.

AGE: 19 – 26 years

QUALIFICATIONS and EXPERIENCE (for both positions)

- At least five (5) subjects from the CXC/GCE examinations inclusive of Mathematics and English language with passes ranging from grades 1 to 3 for CXC and Grades A to C for GCE. Passes in Geography and Physics will be an asset.
- Knowledge and ability to utilize computers and related technology efficiently.
- Prior knowledge of aviation would also be an asset.

REMUNERATION

Attractive packages will be offered during and after the period of site-specific training. Successful candidates will be required to:

- Undergo a period of site-specific training;
- Work in a high stress environment. Twenty-four (24) hours shift system, eight (8) hours per shift.
- Office and technical facility conditions; and
- Complete most tasks on a computer.

Interested persons must submit application and CV to:

Human Resources Manager

Guyana Civil Aviation Authority

73, High Street, Kingston

Georgetown

Email: vacancy@gcaa-gy.org

Application process closes on November 30, 2019.

CONTACT US



GCAA
HEADQUARTERS



592-227-8111



www.gcaa-gy.org

