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.

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.