



GUYANA CIVIL AVIATION AUTHORITY VACANCY ANNOUNCEMENT

Air Traffic Control Assistant and Aeronautical Information Management Officer 1

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

- 1. Air Traffic Control Assistant**
- 2. Aeronautical Information Management Officer 1**

Air Traffic Control Assistant

ROLE

To assist Air Traffic Controllers, while being based within any of the Air Traffic Services Units, by undertaking a range of tasks and responsibilities, applying the necessary procedures and methods, including collecting, verifying and validating aeronautical data. Ensuring the highest quality of service is supplied for the safety, regularity and efficiency of both domestic and international civil aviation. Close coordination and cooperation with related units and agencies and support of Air Traffic Controllers in their tasks are central to the role.

AGE: 19 – 26 years

EDUCATIONAL QUALIFICATIONS and EXPERIENCE

- 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.

KNOWLEDGE AND SKILL

Personal Characteristics

- Self-starter with strong ambitions and dedication.
- Team player and respecting team's values.
- Respect time and personal commitments of others.
- A good listener and proactive in dealing with issues.
- Vigilant and give proper feedback as and when required.
- The ability to establish connections with persons and agencies.
- High level of integrity, motivation and drive to achieve results.
- Good analytical and interpersonal skills.
- Strong administrative skills such as decision making, organizing and planning. Ability to work methodically, accurately, calmly and perform non-routine tasks under pressure and time constraints.

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.

REMUNERATION

Attractive packages will be offered during and after the period of site-specific training.

Aeronautical Information Management Officer 1

ROLE

To manage the efficient receipt and timely dissemination of accurate aeronautical information as necessary for the safety, regularity and efficiency of air navigation, including the retrieval, storage and disposal of this information using approved standard format and procedures.

AGE: 19 – 26 years

EDUCATIONAL QUALIFICATIONS and EXPERIENCE

- 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.
- Experience in the use of standard PC applications in a Windows environment.
- Prior knowledge of aviation would also be an asset.

KNOWLEDGE AND SKILL

Personal Characteristics

- Self-starter with strong ambitions and dedication.
- Team player and respecting team's values.
- Respect time and personal commitments of others.
- A good listener and proactive in dealing with issues.
- Vigilant and give proper feedback as and when required.
- The ability to establish connections with persons and agencies.
- High level of integrity, motivation and drive to achieve results.
- Good analytical and interpersonal skills.

- Strong administrative skills such as decision making, organizing and planning. Ability to work methodically, accurately, calmly and perform non-routine tasks under pressure and time constraints.

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.

REMUNERATION

Attractive packages will be offered during and after the period of site-specific training.

WORKING CONDITIONS

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. (It is the responsibility of the GCAA's Management to provide the resources for expected optimum output.);
- 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

NB: Application process closes on June 30, 2021. Only shortlisted applicants will be contacted.