



# Guyana Civil Aviation Authority

## Career Opportunity

### DEPUTY DIRECTOR GENERAL

#### JOB SUMMARY

#### **ROLE**

- The incumbent is responsible for assisting the Director General to establish and maintain a well-organized Civil Aviation Authority to effectively discharge Guyana's responsibility for the safe and secure oversight of the aviation industry, in conformity with the Chicago Convention and Annexes.
- The incumbent is also responsible for assisting the Director General to manage the day to day operations and functions of the Guyana Civil Aviation Authority in accordance with the Civil Aviation Act and Regulations.
- The incumbent acts for the Director General in his absence.

#### **ELIGIBILITY CRITERIA**

##### **Technical**

- Holder of an Aviation Licence issued by the Civil Aviation Authority of an ICAO-compliant CARICOM member State for at least ten (10) years; or
- A minimum of ten (10) years' experience with a Civil Aviation Authority, with at least three (3) years functioning at the level of a Director.

##### **Education**

- A Degree in Management, Public Administration, Economics, or an Aviation related discipline from a recognized institution is required. An advanced/post graduate Degree such as a Masters' Degree or academic equivalent in a related field will be an asset.

#### **SPECIFIC KNOWLEDGE REQUIRED**

- A comprehensive knowledge of the role and functions of the Guyana Civil Aviation Authority and of the International Civil Aviation Organization.
- A comprehensive knowledge of the Guyana Civil Aviation Act and Civil Aviation Regulations, as well as a working knowledge of the ICAO Annexes and supporting documents.

#### **SPECIALIZED SKILLS AND ATTRIBUTES**

- Excellent communication (written and oral), and representational skills.
- The ability to establish and maintain good, professional, working partnerships with the various Ministries of Government and with the leadership of all elements of the aviation industry and to successfully manage and resolve conflict.
- Demonstrated analytical skills, including the ability to adopt a systematic approach to problem-solving, in a complex technical environment and to exercise sound professional judgment while under pressure.
- The ability and interpersonal skills to lead and motivate a team professional and technical staff to achieve the strategic goals and maintain harmonious working relationship in a diversified environment.
- The ability to use contemporary office automation equipment, software and databases.

#### **KEY ROLES AND RESPONSIBILITIES**

- Assist the Director General to implement the policies as directed by the Board of Directors to ensure a safe, secure, efficient and effective civil aviation environment that conforms to the Conventions, Civil Aviation Agreements, International Civil Aviation Organization's Standards and Recommended Practices (SARPs), Memoranda of Understanding of which Guyana is a signatory.
- Support the Director General to provide leadership to meet the objectives, goals and values of the Guyana Civil Aviation Authority including strengthening its ability to deliver on its mandate as stipulated in the Civil Aviation Act and Regulations.
- Assist the Director General to establish an appropriate financial reporting and management information system to communicate clearly and regularly to the Board of Directors.
- Assist the Director General to plan, implement and manage GCAA's financial activities including business planning, budgeting and forecasting.
- Build and maintain a high-performance safety culture through meaningful performance management, effective communication and coaching.
- Assist the Director General to institute relevant systems and procedures for efficient functioning and effective monitoring and control of the activities and human resource of the GCAA.
- Keep abreast of emerging technologies and international aviation practices and procedures to recommend to the Director General appropriate changes to policy and legislation.
- Perform other related duties as may be delegated by the Director General.

Candidates satisfying the above criteria may submit their applications, updated CV and contact details of at least two unrelated referees on or before **Monday March 15, 2021** to:

**The Chairman  
Board of Directors  
Guyana Civil Aviation Authority  
73 High Street, Kingston, Georgetown.**

All applications should be submitted via email to: [vacancy@gcaa-gy.org](mailto:vacancy@gcaa-gy.org)

Please note only short listed applicants will be contacted.

