



## **GUYANA CIVIL AVIATION AUTHORITY**

### **VACANCY ANNOUNCEMENT**

#### **LEGAL OFFICER**

The Guyana Civil Aviation Authority invites suitably qualified candidates to apply for the position of **LEGAL OFFICER**.

#### **ROLE**

The Legal Officer will provide general support and assistance to the Manager, Legal Affairs in all aspects of the department's functions. The incumbent will be responsible for preparing legal opinions, drafting and reviewing contracts, legislation and other legal documents, and ensuring compliance with applicable laws and regulations including aviation specific regulations and requirements and international aviation standards. Additionally, the Legal Officer will provide legal advice and recommendations to the Manager, Legal Affairs, as required, to support the Authority's operations and decision-making processes.

#### **QUALIFICATIONS:**

- Bachelors' Degree in Law (LLB) from a recognized institution.
- Certificate in Legal Education (CLE) for a recognized institution.
- Admitted to practice in the courts of Guyana.

#### **PROFESSIONAL EXPERIENCE AND KNOWLEDGE:**

- Working knowledge of Administrative, Corporate and Labour laws.
- Familiarity with Civil and Criminal procedures, as well as other court processes.
- Experience in legislative review and legislative drafting
- Experience in contract negotiation and drafting.
- Strong analytical, research, and problem-solving skills.
- Excellent communication, negotiation and interpersonal skills.

Interested and suitably qualified persons must submit their application and curriculum vitae (CV) on or before **Friday, February 21, 2025**, to:

**The Human Resources Manager  
Guyana Civil Aviation Authority  
73 High Street, Kingston, Georgetown.**

Applications must be submitted via email to: [vacancy@gcaa-gv.org](mailto:vacancy@gcaa-gv.org)

The code **LEGAL OFFICER** must appear in the subject line of the email.

**NB: Only shortlisted applicants will be notified.**