

JOB VACANCY

The Turks and Caicos Islands Airports Authority is accepting applications for the following position:

JOB TITLE: Flight Information Officer

LOCATION: South Caicos

REPORTS TO: Senior Air Traffic Controller

EMPLOYMENT TYPE: Full Time

PURPOSE OF THE ROLE

- The Aerodrome Flight Information Services Officer's (AFISO) primary objective is to provide Flight Information Service and Meteorological Information to aircraft to achieve a safe, orderly, and expeditious flow of air traffic on and in the vicinity of an aerodrome.
- Shall maintain continuous watch-by-visual observation of all flight operations on and in the vicinity of the aerodrome, vehicles, and personnel in the maneuvering area.
- The selected candidate will be trained in Providenciales and based in South Caicos.

MAIN DUTIES

- Informing aircraft of essential aerodrome information and other relevant information.
- Issuing instructions to vehicles and persons operating in the maneuvering area.
- Coordinate operational data.
- Operate/monitor ATS equipment and report faults accordingly,
- Providing alert service.
- Undertake, disseminate, and record weather observations.
- Process flight plans.
- Record and compile statistical data.
- Complete written reports.
- Maintain all appropriate ATS documents.
- Perform other related duties as directed by the Officer in Charge.

CORE COMPETENCIES

- Demonstrate proficiency in computer skills with competency in Word and Excel.
- Must pass competency checks and medical examinations as required successfully.
- Able to work effectively within a team and demonstrate communication and interpretational skills at all levels of the organization.
- Be prepared to move within the islands as operationally required.
- Carry out shift duties and be on call 24 hours.
- Be prepared to undertake in-country and external training throughout your career.

QUALIFICATIONS

- Proof of passes in at least 3 CXC subjects or equivalent: Mathematics, English, and Science.

SALARY: \$27,000.00 per annum

SALARY GRADE: 3.1

**Interested persons must submit their Resume, Cover Letter, and Proof of Status before
October 6, 2023**

to:

Human Resources Manager
Turks and Caicos Islands Airports Authority
Providenciales International Airport

Telephone# 649-941-8692, Fax# 9415996. Email: hrrecruitment@tciairports.tc