

**Advertisement Date: 31st January 2024**

**Closing Date: 27th February 2024**



**Job Title:** Air Traffic Controller Assistant  
**Location:** Providenciales, Turks and Caicos Islands  
**Department:** Air Traffic Services  
**Reporting to:** Air Traffic Controller Approach Supervisor  
**Employment type:** Permanent  
**Compensation:** Grade: 5.1

**JOB PURPOSE:**

To assist Air Traffic Controllers in achieving a safe and efficient flow of air traffic throughout the Turks and Caicos airspace.

**DUTIES AND RESPONSIBILITIES INCLUDE:**

- Coordinate operational data; pass and receive estimates under the supervision of the Air Traffic Controller.
- Operate aerodrome equipment as the Air Traffic Controller directs and perform periodic checks on control tower equipment.
- Complete and process written reports.
- Process flight plans and collect landing and parking fees.
- Amend publications.
- Take limited weather observations and respond to unsafe conditions under the direction of the Air Traffic Controller.
- Record and compile statistical data.
- Perform other related duties as directed by the Senior Air Traffic Controller.

**QUALIFICATIONS:**

- Proof of 3 CXCs or equivalent in Mathematics, English, and one other science subject
- Indicate a keen interest in aviation.
- Be prepared to move within the islands as operationally required. Carry out shift duties and be ready to undertake in-country and external training throughout the career.
- Upon completing the basic training course, you will be offered the Trainee Air Traffic Assistant.

**CORE COMPETENCIES:**

- Demonstrate proficiency in computer skills with particular competency in Word and Excel
- Able to Work effectively as a part of the team
- Demonstrate communication and interpretational skills

**SALARY: \$37,000.00 per annum**

**Interested persons must submit their Resume, Cover Letter, and Proof of Status before:**

**February 8<sup>th</sup> , 2024 to:  
Human Resources Manager  
Turks and Caicos Islands Airports Authority  
Walter E Cox Sr Admin Building  
163 Airport Road  
Downtown, Providenciales  
Turks and Caicos Islands**

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