**The TCIAA is accepting applications for the following positions:**

**Advertisement Date: 12th April 2024**

**Closing Date: 26th April 2024**

**Reference Number: TC26042024**

|  |  |
| --- | --- |
| **Job Title:****Department:** | Terminal CleanerTerminal |
| **Reporting to:** | Cleaning Supervisor, Assistant Terminal Manager & Terminal Manager |
| **Workplace type:** | On-site |
| **Job Location:** | Providenciales/Grand Turk |
| **Employment Type:****Compensation:**  | Permanent **Grade: 1.1 – 1.5** |

**JOB DESCRIPTION:**

The TCIAA is looking for a Terminal Cleaner to join our team! As a Terminal Cleaner, the selected candidate will be part of the team responsible for our facilities' cleanliness, health and safety and appeal and carry out various cleaning and maintenance duties around the Airport Terminal.

The main goal is to keep our building/s and terminal/s clean and health-focused environment.

**KEY DUTIES & RESPONSIBILITIES:**

* Perform various cleaning actions such as sweeping, moping, scrubbing, waxing, and polishing the terminal and facilities floors.
* Safely and effectively use and operate electrically powered scrubbing and polishing machines to burnish, scrub, polish, and spray clean floors (after receiving proper instruction and training).
* Gather, clean and empty trash bins.
* Regularly services, cleans and replenishes consumable items (soap, toilet rolls, paper towels) in restrooms.
* Clean and polish furniture and fixtures.
* Dust furniture, walls, machines, and equipment.
* Mixes water, detergents, or acids in containers to prepare cleaning solutions according to specifications.
* Steam-Clean, vacuum or shampoo Terminal carpets.
* Safely strip, seal, finish, and polish floors.
* Notify management in case there is a need for repair and interventions.
* Follow all health and safety regulations.
* Stock and maintain supply rooms.
* Effectively communicate to perform and follow job requirements in writing and spoken direction.
* Assist other personnel in his/her department whenever necessary.
* Must be able to work shifts, weekends, and holidays.
* Any other duties as directed by Supervisor/Manager.

**SKILLS NEEDED:**

* Proven working experience as a cleaner.
* Fluent in English – writing, reading and speaking.
* Ability to handle heavy equipment and machinery.
* Ability to read and understand chemical labels.
* Integrity and good interpersonal skills.

Interested persons must submit their Resume with current contact information along with a Cover Letter, reference letters from previous jobs within the last five (5) years (stating start to end date), as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit an enhanced Police Record.

|  |  |
| --- | --- |
| Applications should be addressed to: | Human Resources Manager – Mrs. Cynthia AdamsTurks and Caicos Islands Airports AuthorityProvidenciales International AirportTelephone# 649-946-4420, Fax# 649-941-5996. Email: hrrecruitment@tciairports.tc |

This position is currently being held by a work permit holder. All Turks & Caicos Islanders applicants should submit a copy of their resume to the TCI Labour Board.

**Applications must have supporting documents to be processed.**

**APPLICATION DEADLINE:** *April 26, 2024*

**Advertisement Date: 12th April 2024**

**Closing Date: 26th April 2024**

**Reference Number: ATC26042024**

|  |  |
| --- | --- |
| **Job Title:****Department:** | Air Traffic Controller (Approach)Air Traffic Services |
| **Reporting to:** | SATCO & ATS Manager  |
| **Workplace type:** | On-site |
| **Job Location:** | Providenciales |
| **Employment Type:****Compensation:**  | Permanent **Grade: 6.1 – 6.5** |

**JOB DESCRIPTION:**

The Air Traffic Controller has unit-level authority for the planning, controlling and coordinating of aircraft and vehicular traffic within the Turks and Caicos Islands. Additionally, the incumbent is required to provide weather updates as applicable and navigational assistance to aircraft in need.

**KEY DUTIES & RESPONSIBILITIES:**

* Plan, formulate and execute instructions that ensure a safe, efficient and orderly and expeditious flow of air traffic.
* Maintain up-to-date flight progress information and other documentation to aid in providing accurate and safe instructions to aircraft.
* Notify and coordinate with relevant organizations regarding aircraft in distress.
* Determine the impact of weather on aircraft operations and implement any mitigating safety measures.
* Monitor the status of all Navigational Aids and radio frequencies to minimize the impact of equipment failure and to expeditiously report occurrences of any malfunctions or un-service abilities to the SATCO, supervisor or duty technician.
* Assist with on – the Job training for newly qualified ATS staff, in accordance with the TCI training programme.
* Co-ordinate the transfer of control of aircraft with the Miami ATCC for (IFR/VFR)
* Complete and/ or process written reports.
* To comply with the relevant safety requirements and procedures outlined in the TCIAA Safety Management Manual (SMM) and any other duly approved Manuals, Safety Directives, and Safety Advisories.
* Perform other related duties as directed by the shift supervisor or SATCO.

**SKILLS NEEDED:**

* Meet the requirements outlined in the procedural Approach and Aerodrome Control job description, issued by the TCIAA.
* Must be able to multitask, whilst maintaining maximum efficiency and safety at all times.
* Possess ratings in procedural Approach and Aerodrome Control.
* Meet the requirements for ICAO Class 3 aviation medical.
* Meet ICAO English proficiency level 4 or above**.**

Interested persons must submit their Resume with current contact information along with a Cover Letter, reference letters from previous jobs within the last five (5) years (stating start to end date) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit an enhanced Police Record.

|  |  |
| --- | --- |
| Applications should be addressed to: | Human Resources Manager– Mrs. Cynthia AdamsTurks and Caicos Islands Airports AuthorityProvidenciales International AirportTelephone# 649-946-4420, Fax#649- 941-5996. Email: hrrecruitment@tciairports.tc |

This position is currently being held by a work permit holder. All Turks & Caicos Islanders applicants should submit a copy of their resume to the TCI Labour Board.

**Applications must have supporting documents to be processed.**

**APPLICATION DEADLINE:** *April 26, 2024*

**Advertisement Date: 12th April 2024**

**Closing Date: 26th April 2024**

**Reference Number: GH26042024**

|  |  |
| --- | --- |
| **Job Title:****Department:** | General HelperEngineering and Maintenance  |
| **Reporting to:** | Engineering and Maintenance Manager |
| **Workplace type:** | On-site |
| **Job Location:** | Providenciales/South Caicos |
| **Employment Type:****Compensation:**  | Permanent **Grade: 1.1 – 1.5** |

**JOB DESCRIPTION:**

Provide services as a general helper for the Maintenance and Engineering Department. Ensuring shrub removal around the fences at various Aerodromes, Ensuring the runway is cleared of debris and overgrown vegetation and foreign object as required by regulations.

**KEY DUTIES & RESPONSIBILITIES**

* Perform/assist in electrical repairs in common areas, including lights, outlet fixtures, and machinery.
* Ensure mechanical equipment is in working order and fixed as necessary.
* Complete general building cleaning and maintenance.
* Install and replace fixtures and piping as needed.
* Repair and paint doors, windows, walls, ceilings, roofs, and other parts of the building.
* Maintain trash and recycling receptacles around the facility.
* Assist in Maintaining and repairing air conditioning systems as required.

**SKILLS NEEDED:**

* Must have a High School Diploma or equivalent.
* Fluent in English – writing, reading and speaking.
* Must be medically fit for the Role.
* Must hold a Trade Diploma or Certificate

Interested persons must submit their Resume with current contact information along with a Cover Letter, reference letters from previous jobs within the last five (5) years (stating start to end date) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit an enhanced Police Record.

|  |  |
| --- | --- |
| Applications should be addressed to: | Human Resources Manager– Mrs. Cynthia AdamsTurks and Caicos Islands Airports AuthorityProvidenciales International AirportTelephone# 649-946-4420, Fax# 649-941-5996. Email: hrrecruitment@tciairports.tc |

This position is currently being held by a work permit holder. All Turks & Caicos Islanders applicants should submit a copy of their resume to the TCI Labour Board.

**Applications must have supporting documents to be processed.**

**APPLICATION DEADLINE:** *April 26, 2024*

**Advertisement Date: 12th April 2024**

**Closing Date: 26th April 2024**

**Reference Number: MT26042024**

|  |  |
| --- | --- |
| **Job Title:****Department:** | Maintenance Technician Engineering and Maintenance  |
| **Reporting to:** | Engineering and Maintenance Manager |
| **Workplace type:** | On-site |
| **Job Location:** | Providenciales |
| **Employment Type:****Compensation:**  | Permanent **Grade: 5.1 – 5.5** |

**JOB DESCRIPTION:**

The TCIAA is looking for a Maintenace Technician to join our Team! As Maintenace Technician you will be responsible to carry out routine preventive maintenance of communication navigation and security.

**KEY DUTIES & RESPONSIBILITIES:**

* Execute electrical wiring plans for well-functioning lighting, intercom, and other electrical systems.
* Install electrical apparatus, fixtures, and equipment for alarm and other systems.
* Install safety and distribution components (e.g., switches, resistors, circuit-breaker panels, etc.)
* Connect wiring in electrical circuits and networks, ensuring compatibility of components.
* Prepare and assemble conduits and connect wiring through them.
* Prevent breakdown of systems by routinely inspecting and replacing old wiring and insulated cables, cleaning circuits, etc.
* Perform effective troubleshooting to identify hazards or malfunctions and repair or substitute damaged units.
* Experience in industrial and/or commercial electrical systems.
* Demonstrable ability to use electrical and hand tools (e.g., wire strippers, voltmeter, etc.) and to interpret electrical drawings and blueprints.
* Thorough knowledge of safety procedures and legal regulations and guidelines.
* Any other duties as directed by the Manager.

**SKILLS NEEDED:**

* Excellent critical thinking and problem-solving ability.
* Excellent physical condition and flexibility to work long shifts (holidays, weekends, and unsocial hours).
* Diploma in relevant vocational training and completed apprenticeship as an electrician.
* Effective communication skills, written and oral.
* Ability to work with minimal or no supervision and under pressure.

Interested persons must submit their Resume with current contact information along with a Cover Letter, reference letters from previous jobs within the last five (5) years (stating start to end date) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit an enhanced Police Record.

|  |  |
| --- | --- |
| Applications should be addressed to: | Human Resources Manager– Mrs. Cynthia AdamsTurks and Caicos Islands Airports AuthorityProvidenciales International AirportTelephone# 649-946-4420, Fax# 649-941-5996. Email: hrrecruitment@tciairports.tc |

This position is currently being held by a work permit holder. All Turks & Caicos Islanders applicants should submit a copy of their resume to the TCI Labour Board.

**Applications must have supporting documents to be processed.**

**APPLICATION DEADLINE:** *April 26, 2024*