

FLIGHT INFORMATION OFFICER

Job Advertisement

Reporting To:	Senior Air Traffic Controller	
Division:	Air Traffic Services	
Grade Level:	5.1	
Remuneration:	\$38,691.00	
Special Requirements:		
Employment Type: <input checked="" type="checkbox"/> Continuous Employment <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/> Independent Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Intern	Hours: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Part-Time Shift <input type="checkbox"/> Casual/Flexible	Location: <input type="checkbox"/> All Islands <input type="checkbox"/> Providenciales <input type="checkbox"/> Grand Turk <input type="checkbox"/> Salt Cay <input type="checkbox"/> North and Middle Caicos <input checked="" type="checkbox"/> South Caicos

About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority ("TCIAA") (established under The Airports Authority Ordinance, Ord.11 of 2005) is responsible for constructing, controlling, and managing airports and providing and maintaining runways, taxiways, and terminals for the efficient operation of airports in the Turks and Caicos Islands. Its current portfolio consists of owning and operating six airports while providing air navigation services for the low-level airspace above the territory. Our mission is to provide world-class airport facilities and operations through high standards in safety, security, quality, efficiency, innovation, and customer service, recognizing their importance to the overall socio-economic development and strategic growth of the Turks and Caicos Islands.

About the role

This role 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.

Responsibilities and Key Deliverables

- 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.

Qualifications

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

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.

Benefits

- Mandatory Participation in Private Medical Insurance (with Life Policy included)
- Optional Participation in Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined and/or required and/or appropriate by the CEO.

The Turks and Caicos Islands Airports Authority (TCIAA) is committed to diversity, equity, inclusion, and accessibility in the workplace. Diversity is ingrained in who we are and how we do business. Therefore, we welcome applicants regardless of ethnicity, gender, ability/disability, religion, and sexuality.

Interested individuals must submit:

- **Cover letter**
- **Resume**
- **2 Job References testifying to character and competency for the role,**
- **Police record**
- **Proof of status**

No later than August 19th 2025 to:

Human Resources Manager
 Turks and Caicos Islands Airports Authority
 Providenciales International Airport
 Telephone# 649-941-8692, Fax# 9415996. Email: hrrecruitment@tciairports.tc

Turks and Caicos Islanders Preferred