

AIR TRAFFIC CONTROLLER - APPROACH

Job Advertisement

| | | |
|---|--|---|
| Reporting To: | Senior Air Traffic Controller | |
| Division: | Air Traffic Services | |
| Grade Level: | 7.1 | |
| Remuneration: | \$56,037.00 | |
| 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 checked="" type="checkbox"/> Providenciales <input type="checkbox"/> Grand Turk <input type="checkbox"/> Salt Cay <input type="checkbox"/> North and Middle Caicos <input 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

The Air Traffic Controller has unit-level authority for planning, controlling, and coordinating 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.

Responsibilities and Key Deliverables

- Plan, formulate, and execute instructions that ensure a safe, efficient, orderly, and expeditious flow of air traffic.
- Maintain up-to-date flight progress information and other documentation to provide 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.

Qualifications

- Meet the requirements outlined in the procedural Approach and Aerodrome Control job description issued by the TCIAA.
- Must be able to multitask while maintaining maximum efficiency and safety.
- 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.
- Must have at least 3 years of experience working as an approach air traffic controller and is currently active in this role.

Core Competencies

- Demonstrate proficiency in computer skills with particular competency in Word and Excel.
- Able to work effectively within a team and independently at the middle management level.
- Demonstrate communication and interpretational skills at all levels of the organization.
- Demonstrate up-to-date knowledge of applicable civil aviation authority regulations.
- Ability to delegate effectively and manage a team of professional air traffic service personnel.

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