

# METEOROLOGICAL ASSISTANT

## Job Advertisement

<b>Reporting To:</b>	Director of Meteorology	
<b>Division:</b>	Meteorology	
<b>Grade Level:</b>	4.4	
<b>Remuneration:</b>	\$35,052.00	
<b>Special Requirements:</b>		
<b>Employment Type:</b> <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	<b>Hours:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Part-Time Shift <input type="checkbox"/> Casual/Flexible	<b>Location:</b> <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

This role is responsible for performing a timely and accurate collection of weather observations and preparing and disseminating weather observations at the meteorological office.

## Responsibilities and Key Deliverables

- Collating, preparing, and disseminating operational aviation meteorological information.
- Perform archiving of data on specialized meteorological systems and, where necessary, retrieve these data in support of special investigations and enquiries.
- Perform quality control on data and complete simple statistical and other analysis of the data.
- Investigate and prepare data of climatological interest on request by the public or the private sectors.

- Work alongside the Aeronautical Meteorological Observer in conducting observations of the general weather, sky, and visibility conditions and using meteorological equipment to ascertain atmospheric elements and conditions.
- Assist with any other task, as defined by the Director, to ensure the efficient operation of the meteorological office.

## Qualifications

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- Training as evidenced by a certificate from the Caribbean Examination Council (CXC) or General Certificate of Education (GCE) Ordinary Level with passes in at least four (4) subjects which must include English Language and Mathematics.
- Candidates with some Meteorology, Geography, or Environmental Science education may be preferred.

## Core Competencies

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- Ability to use software (i.e., Microsoft Office), email, and mobile devices to prepare documents and communicate electronically.
- Good oral and written communication skills.
- Organized and able to multi-task.
- Ability to establish and maintain effective working relationships with associates.

## Benefits

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- 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 July 28th 2025 to:

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

### Turks and Caicos Islanders Preferred