

# AIR TRAFFIC CONTROLLER - APPROACH

## Job Advertisement

<b>Reporting To:</b>	Senior Air Traffic Controller	
<b>Division:</b>	Air Traffic Services	
<b>Grade Level:</b>	7.1	
<b>Remuneration:</b>	\$56,037.00	
<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 Act, is responsible for the development, operation, and management of airport infrastructure across the Turks and Caicos Islands.

TCIAA operates six airports and provides air navigation services within the territory’s low-level airspace. Our mission is to deliver world-class airport facilities and operations through excellence in safety, security, efficiency, innovation, and customer service—supporting the nation’s socio-economic development and growth.

### 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

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- 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

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- 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.

## Why Join TCIAA?

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- Be part of a critical national infrastructure organisation.
- Contribute directly to the safety and efficiency of airport operations.
- Access opportunities for technical training and professional development.
- Work in a dynamic, team-oriented, and safety-focused environment.

## Benefits

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- Private Medical Insurance with integrated Life Policy (employee/employer shared)
- Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as approved

## Application Requirements

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- **Cover letter**
- **Resume**
- **Two (2) professional references attesting to character and competency**
- **Enhanced police record**

- **Proof of status**

**No later than April 3rd, 2026, to:**

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

**Turks and Caicos Islanders are encouraged to apply.**