

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: ☒ Continuous Employment ☐ Fixed Term Contract ☐ Independent Contractor ☐ Consultant ☐ Intern	Hours: ☒ Full-Time ☐ Part-Time ☐ Part-Time Shift ☐ Casual/Flexible	Location: ☐ All Islands ☐ Providenciales ☐ Grand Turk ☐ Salt Cay ☐ North and Middle Caicos ☒ 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

This role primary is to provide Flight Information Service 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.

Responsibilities and Key Deliverables

- Provide aircraft with essential aerodrome information and other relevant flight information to support safe operations.
- Issue instructions and information to vehicles and personnel operating on the manoeuvring area in accordance with approved procedures.
- Coordinate and maintain operational flight information and data.
- Operate and monitor ATS equipment and promptly report faults, failures, or unserviceabilities.
- Provide alerting service for aircraft in distress, overdue, or requiring assistance.

- Conduct, record, and disseminate meteorological observations and relevant weather information.
- Receive, process, and maintain flight plans and associated documentation.
- Record, compile, and maintain operational statistics and reports.
- Perform any other duties assigned by the Officer-in-Charge, Chief FISO, or SATCO.

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 approved and/or required and/or appropriate by the CEO.

Why Join TCIAA?

- 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.

Application Requirements

- **Cover letter**
- **Resume**
- **Two (2) professional references attesting to character and competency**
- **Enhanced police record (purpose Airport ID)**
- **Proof of status**

No later than October 16, 2026, to:

Human Resources Manager
 Turks and Caicos Islands Airports Authority
 Walter E. Cox Administration Building
 Howard Hamilton International Airport
 Telephone# 649-338-5420 Email: hrrecruitment@tciairports.tc