

METEOROLOGICAL ASSISTANT

Job Advertisement

Reporting To:	Senior Meteorological Observer	
Division:	Meteorology	
Grade Level:	4.4	
Remuneration:	\$35,052.00	
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

Entrance level work as a **Trainee** in the **Field of Meteorology**

The incumbent is required to undergo supervised practical and operational training in meteorological observation and related meteorological support services. Duties involve assisting with the collection, recording, processing, dissemination, and archiving of meteorological and climatological data in support of aviation weather operations and other meteorological services.

Work is performed under the supervision of senior meteorological personnel and in accordance with established World Meteorological Organization (WMO), International Civil Aviation Organization (ICAO), and departmental standards and procedures.

Responsibilities and Key Deliverables

- Participates in training activities and supervised operational exercises to develop meteorological competencies, including lectures and demonstrations.

- Assists Meteorological Observers in observing and recording weather conditions including sky state, visibility, cloud cover, and other atmospheric parameters.
- Assists Meteorological Observers in the operation of meteorological instruments, telecommunications equipment, and related systems.
- Assists in the collection, processing, entry, archiving, retrieval, and dissemination of meteorological and climatological data.
- Performs routine data entry and assists in maintaining meteorological databases and records.
- Assists in conducting basic quality control checks and simple statistical analysis of meteorological data.
- Assists in the preparation and dissemination of operational meteorological information under supervision.
- Assists in maintaining meteorological logs, records, and reports.
- Performs any other related duties as assigned.

Minimum Experience and Qualifications

- Successful completion of training of the Basic Instruction Package for Meteorological Technicians (BIP-MT) or equivalent.
- 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.
- Minimum of one-month Internship at TCIAA, Meteorology Department.

Core Competencies

- Aptitude for and a keen interest in scientific work.
- Ability to learn meteorological methods, techniques and practices
- 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

- 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