



# CIRCULAR MEMORANDUM NO. 71 OF 2022

**MY REF:** STAFF/GEN/17/03/22 (50) Vol. III

**FROM:** Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

**TO:** Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: VACANCY NOTICE – EIGHT (8) POSTS OF AIR TRAFFIC CONTROL ASSISTANT (ATCA), DEPARTMENT OF CIVIL AVIATION, MINISTRY OF BLUE ECONOMY AND CIVIL AVIATION**

**DATE:** 12<sup>th</sup> September 2022

Applications are invited from suitably qualified persons to fill eight (8) posts of **Air Traffic Control Assistant, Department of Civil Aviation**, Ministry of Blue Economy and Civil Aviation.

**1. NATURE AND SCOPE:**

The Air Traffic Control Assistant will ensure a safe, orderly and expeditious flow of air traffic based on rules, regulations and procedures.

**2. ANALYSIS OF POSITION**

**A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Control and supervise the AIS/ARO.
- Receive and/or originate, collect, collate or assemble, edit, format, publish/store aeronautical information necessary for the safety of air navigation.
- Control and update the AIS/ARO library.
- Conduct pre-flight briefings.
- Process flight plans.
- Assist in compiling statistical data.
- Prepare bills and collect government revenue.
- Assist in the Air Traffic Control Units.
- Attend training when required.
- Execute any other duties that may be assigned from time and time.

**B. QUALIFICATION, KNOWLEDGE AND EXPERIENCE**

- An Associate Degree;

- 3 CXC's passes, including Mathematics, English Language and Spanish in General Proficiency with grade I/II (III since 1998) or Basic Proficiency with grade I/II (since June 1998);

**Plus**

- Be successful in completion of a pre-employment aptitude exam; **and**
- Be successful in psychological evaluation.

**C. COMPETENCIES/SKILLS**

- Excellent communication skills (oral and written);
- Excellent analytical and critical thinking skills;
- Excellent problem solving and decision-making skills;
- Excellent interpersonal skills;
- Teamwork and collaboration;
- Professional and strong work ethics;
- Be a quick learner;
- Proficiency in the use of Information and Communication Technologies and computer applications for word processing, spreadsheet and related.

**4. REPORTING RESPONSIBILITY**

The Air Traffic Control Assistant, Department of Civil Aviation will report to the Chief Air Traffic Control Officer.

**5. SALARY**

Government Pay Scale 10 of \$20,407 x 976 - \$38,951 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> **no later than Friday, 30<sup>th</sup> September, 2022.**



**ROLANDO ZETINA (MR)**  
**CHIEF EXECUTIVE OFFICER**

**c:** *Director, CITO,*  
*President, Public Service Union*  
*President, Association of Public Service Senior Managers*