



TRINIDAD & TOBAGO CIVIL AVIATION AUTHORITY

The Trinidad and Tobago Civil Aviation Authority (TTCAA) is mandated to regulate and administer a safe civil aviation system whilst ensuring that Trinidad and Tobago properly discharges its obligations under international civil aviation agreements and treaties. The TTCAA is seeking to recruit suitably qualified persons for the following contract position:

HUMAN RESOURCE ASSISTANT

The Human Resource Assistant is responsible for performing a variety of human resource support duties including: reporting functions involving attendance statistics, terminations, hires, transfer data and maintaining the Human Resource Database for all employees' records and files.

KEY RESPONSIBILITIES:

- Assume responsibility for effectively recording, maintaining and reporting human resource information. Maintain effective oversight of the human resource database and ensure that system records are accurately recorded and verified.
- Assist the Human Resource Officers in ensuring that human resource files and records are maintained in accordance with the Authority's policies and practices.
- Assist in coordinating the recruiting and selection process.
- Assist with the implementation, review and execution of the Authority's Performance Management System and Succession Planning initiatives.
- Assist in the development and implementation of Authority-sponsored training and development programmes.
- Assist with planning and organising Authority functions, promotions or events.
- Process and update employee leave forms (sick, vacation and other).
- Contribute to special human resource projects as assigned.
- Perform any other duties as required by the job function.

QUALIFICATIONS & EXPERIENCE:

- Diploma in Management or Social Sciences.
- Excellent organisational and interpersonal skills.
- Excellent working knowledge of Microsoft Office Suite and other related software.
- Effective communication skills, both written and oral.

Interested candidates should submit his/her application along with copies of:

All relevant qualifications/academic certificates by 03 October 2025 to

ttcaacareers@caa.gov.tt

Unsuitable applications will not be considered.