



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 a suitably qualified person 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 organizing 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 organizational 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 18 September 2025 to

ttcaacareers@caa.gov.tt

Unsuitable applications will not be considered.