



TRINIDAD & TOBAGO CIVIL AVIATION AUTHORITY

The Trinidad and Tobago Civil Aviation Authority is seeking to recruit a suitably qualified person for the following position:

AERONAUTICAL INFORMATION MANAGEMENT SUPERVISOR

The Aeronautical Information Management (AIM) Supervisor supervises the provision of operational Aeronautical Information Products and Services, and Air Traffic Services Messages in order for relevant states to comply with regulatory requirements. The AIM Supervisor also ensures the operability of the Piarco Aeronautical Fixed Telecommunication Network (AFTN)/ Air Traffic Services Message Handling System (AMHS) Message Switching Centre, the Eastern Caribbean (ECAR) Aeronautical Telecommunications Network and other data processing systems.

KEY RESPONSIBILITIES:

- Assist the Unit Chief AIM Operations in ensuring that the shift operations are conducted in accordance with the Trinidad and Tobago Civil Aviation Regulations (TTCARs), ICAO Standards and Recommended Practices (SARPs) and AIM Quality Management Systems (QMS).
- Assist the Unit Chief AIM Operations with the development and implementation of procedures related to the provision of AIS/AIM.
- Coordinate with the Unit Chief AIM Operations to address issues and recommends relevant software updates to ensure the operability and functionality of the Unit's technical systems and the ECAR Aeronautical Telecommunications Network.
- Conduct preliminary investigations on incidents and submit technical and administrative reports in accordance with established procedures.
- Conduct performance assessments, coach and mentor shift staff as part of the Performance Management System in order to improve technical skills and administrative abilities.
- Ensure data collection is conducted in accordance with relevant data standards and performance metrics.
- Ensure the availability/serviceability of required resources (staff, equipment and facilities) for uninterrupted shift operations.
- Communicate with and provide guidance to data providers and aviation stakeholders regarding the Unit's products and services.
- Supervise:
 - The operations including appropriate staff rotations at work positions and assist in ensuring appropriate staffing levels are maintained for uninterrupted operations.
 - The preparation and dissemination of NOTAM and ATS Messages are in accordance with relevant procedures.

- The operations related to the AFTN/AMHS Message Switching Centre and ECAR Aeronautical Telecommunication Networks.
- The maintenance of AIM operational database/logs and monitors the availability of current NOTAM information on the TTCAA's website.
- Perform related tasks as necessary.

QUALIFICATIONS & EXPERIENCE:

- 5 CSEC, CXC or GCE Ordinary Level subjects including English Language, Mathematics and either a Science Subject or Information Technology.
- Certificate in Supervision or Management.
- Minimum of five (5) years working experience in AIS/AIM and Aeronautical Telecommunications.
- Certificate in Aeronautical Information Service (AIS) or Aeronautical Information Management (AIM).
- Certificate in Aeronautical Fixed Telecommunications Network (AFTN) Message Switching Techniques or Air Traffic Services Message Handling System (AMHS).
- Internal certification in the AIM Quality Management System, including knowledge of the ISO 9001 quality assurance standard.
- Knowledge of Trinidad and Tobago Civil Aviation Regulations (TTCARs) and ICAO Standards and Recommended Practices (SARPs) related to AIS/AIM and AFTN/AMHS.
- Knowledge of the structure of the Piarco Airspace, the geographical layout of the location of NAVAIDs and the ATS routes in Piarco and adjacent Flight Information Regions (FIRs).
- Proficiency in the operation of equipment used in AIM and Aeronautical Telecommunications.
- Proficiency in aeronautical data processing applications for NOTAM, Air Traffic Services Messages and Meteorological messages.
- Proficiency in Microsoft Office Suite.

Interested candidates should submit their application along with copies of all relevant qualifications/academic certificates by 01 January 2026 to ttcaacareers@caa.gov.tt

Unsuitable applications will not be considered.