



# 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 position:

## **EXTERNAL ADVERTISEMENT FOR THE POSITION OF PERSONAL ASSISTANT / EXECUTIVE COORDINATOR**

We are seeking a highly organized, proactive, discreet and confidential professional capable of providing a wide range of high-level analytical and administrative support to senior leadership. The candidate must be able to work confidentially, in a fast-paced and dynamic environment in areas including but not limited to executive coordination, administrative support, planning, compliance monitoring and stakeholder management.

### **KEY RESPONSIBILITIES:**

- Conduct research, collect and analyze data and prepare reports, executive briefs, presentations, correspondence etc.
- Assist with the planning of agendas, special events, meetings, functions etc.
- Organise, update and maintain records and ensure an efficient filing system.
- Liaise with internal staff and external stakeholders, including clients, customers, and government agencies.
- Track action items, monitor deadlines, monitor compliance and follow up on outstanding matters.
- Support departmental budgeting, expense tracking, and administrative reporting.
- Utilize modern digital tools to enhance workflow efficiency and process improvement.
- Handle sensitive information with the highest level of discretion and professionalism.
- Support special projects and strategic initiatives as required.
- Perform any other duties which may be related to but not included in the above.

### **QUALIFICATIONS & EXPERIENCE:**

- A minimum of five (5) CSEC, CXC or GCE O' Level subjects, Grades I or II, which must include English Language and Mathematics.
- Associate Degree in Business Administration, Certified Professional Secretaries, Administrative Professional/Secretaries or equivalent qualifications.
- Degree in Management Studies, Business Administration, Communications or a related field would be a significant asset.
- Certified Administrative Professional (CAP) credentials.
- Knowledge of organizational policies, business procedures, and office practices.
- Proficiency in word-processing and spreadsheet applications.

### **SKILLS AND COMPETENCIES:**

- Exceptional organizational and planning skills.
- Effective communication skills, both oral and written.
- Ability to work independently and manage multiple tasks.
- Excellent human relations, inter-personal and time management skills.
- High level of initiative, flexibility, and confidentiality.

Interested candidates should submit their application along with copies of all relevant qualifications/academic certificates by 30 January 2026 to [ttcaacareers@caa.gov.tt](mailto:ttcaacareers@caa.gov.tt).

*Unsuitable applications will not be considered*