



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:

ADVERTISEMENT FOR THE POSITION OF CORPORATE SECRETARY/LEGAL OFFICER (CSLO)

JOB SUMMARY:

The incumbent functions as the Corporate Secretary to the Boards of the Trinidad and Tobago Civil Aviation Authority (TTCAA) and Caribbean Air Navigation and Advisory Services (CANAS), and is the principal provider of professional legal services to both.

KEY DUTIES & RESPONSIBILITIES:

- Provides corporate secretarial duties at Board and Committee Meetings and executes all functions relating to the conduct of such meetings including, but not limited to:
 - Ensuring the conformity and compliance of the Boards with statutory obligations and corporate governance in the execution of their functions and protect the interests of the TTCAA and CANAS in civil matters before the Court;
 - Providing legal advice to the Boards and Committees;
 - Coordinating all meetings of the Boards and Committees, preparing agendas and taking minutes;
 - Communicating Board approvals, policies, decisions and directives to the TTCAA Management.
- Provide legal services to the TTCAA including, but not limited to:
 - Conducting research and providing advice on amendments to the Civil Aviation Act, drafting of statutory regulations and enforcement manuals and on the formulation and implementation of policies in response to developments in the aviation industry;
 - Monitoring, interpreting and providing advice on all legal matters related to constitutional, civil or criminal law issues including but not limited to legislative matters before Cabinet and Parliament, commercial and industrial matters, and the enforcement of Regulations;
 - Drafting and/or reviewing manuals, policies, and procedures and commercial documents including bonds, claims, agreements and contracts;
 - Managing and coordinating all internal legal matters involving the TTCAA and leading or participating (as appropriate) in consultation and negotiations with external parties to manage potential litigious activity;
 - Facilitating the procurement of external legal services on behalf of the TTCAA where required;

- Maintaining a library of laws, legal opinions and judgments to provide guidance and legal support to the TTCAA;
- Functioning as the principal legal officer on the Procurement and Disposal Advisory Committee as prescribed.
- Perform other duties related to the position from time to time assigned by the Director-General of Civil Aviation.

REQUIRED QUALIFICATIONS, EXPERIENCE & SKILLS:

- A Bachelor of Laws (LLB) Degree from a recognized institution.
- A Legal Education Certificate (LEC) or Legal Practice Certificate (LPC).
- Admission to practice as an attorney-at-law in Trinidad and Tobago (i.e. valid practicing certificate)
- At least ten (10) years' progressive work experience as an attorney-at-law, with at least five (5) years' experience in providing corporate secretarial services.
- Formal training as evidenced by certification at the level of Administrative Professional Secretaryship (APS) or Administrative Corporate Secretaryship (ACS) or the equivalent will be an asset.
- Experience in regulatory compliance and the ability to interpret and apply complex legal standards and corporate governance principles.
- Knowledge of aviation law and an understanding of the aviation industry including International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs) and Trinidad and Tobago Civil Aviation Regulations (TTCARs) will be considered an asset.

Interested candidates should submit their application along with copies of all relevant qualifications/academic certificates by 13 March 2026 to ttcaacareers@caa.gov.tt.

Unsuitable applications will not be considered.