



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 MANAGER REGULATIONS AND COMPLIANCE

JOB SUMMARY:

The incumbent is required to coordinate and ensure compliance with applicable International Civil Aviation Organization (ICAO) Annexes, Standards and Recommended Practices (SARPs) in the development and promulgation of all national civil aviation regulations and associated guidance documents.

KEY DUTIES & RESPONSIBILITIES:

- Ensure receipt of all ICAO Annexes and SARPs in a timely manner. Determine the need to take action to ensure compliance with required changes. Develop and recommend all changes required.
- Coordinate and participate in the development of amendments to the Civil Aviation Regulations to comply with the applicable SARPs of the ICAO Annexes 1-19, as amended.
- Ensure applicable advisory documents are printed and distributed to the aviation industry.
- Ensure the provision of Aviation Regulatory Technical Library Services, to the Authority and in particular the Safety Regulation Division, the Air Navigation Services Division, and the Civil Aviation Training Centre.
- Coordinate and participate in the development, printing and publication of advisory and guidance information in support of the regulations for use by the Authority's personnel.
- Ensure that the relevant certification documents are prepared and the appropriate files are maintained.
- Prepare and maintain a 'Regulations and Compliance Procedures Manual' detailing policies and procedures for the proper functioning of the department.
- Perform other duties related to the position from time to time assigned by the Executive Manager Safety Regulation and/or the Director-General of Civil Aviation.

REQUIRED QUALIFICATIONS, EXPERIENCE & SKILLS:

- First degree in a related field such as Aviation or Management.
- A Bachelor of Law (LLB) Degree would be an asset.
- A minimum of ten (10) years' aviation experience, at least three (3) of which should be in a role interacting with an Aviation Regulatory Authority.

- A minimum of three (3) years' experience with compliance, safety or quality management activities in an aviation operator or aviation regulatory body.
- Experience with legislative drafting of procedures with respect to the ICAO convention and annexes.
- Experience with or a good working knowledge of the Trinidad & Tobago legal process for the drafting of regulations.
- Extensive knowledge of ICAO Annexes and Documents and of the Civil Aviation Act and Regulations
- Excellent interpersonal and communication skills.
- Excellent planning and organisational skills
- Proficiency in Microsoft Office suite.

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

Unsuitable applications will not be considered.