



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 CIVIL AVIATION SAFETY INSPECTOR – PERSONNEL LICENSING

JOB SUMMARY:

The incumbent is required to evaluate and approve applications for the issuance, renewal, and re-issuance of licenses, authorizations and medical certificates for pilots, air traffic controllers and aircraft maintenance engineers in accordance with TTCAR No. 1. In addition, the incumbent evaluates applications for the registration and de-registration of aircraft and conducts Aviation Training Organization (ATO) certification inspections together with the Flight Operations Inspectors.

KEY DUTIES & RESPONSIBILITIES:

- **Licences:** Assesses, Approves, Issues, Amends and Renews Student Pilot (SPL)/ Private Pilot (PPL)/ Commercial Pilot (CPL)/Airline Transport Pilot (ATPL)/, Air Traffic Controller and Aircraft Maintenance Engineer Licences (AMEL) after consultation with Flight Standards as applicable. Evaluate and approve applications for pilot licence validations.
- **Airmen Medical Certificates:** Review civil aviation medical examination reports from designated medical examiners. Evaluate and approve applications for airmen medical certificates.
- **Examinations:** Prepares, invigilate and corrects Private Pilot, Commercial Pilot, Airline Transport Pilot, Aircraft Maintenance Engineer and Air Law examinations in conjunction with Flight Standards.
- **Registration & De-Registration of Aircraft:** Evaluate and approve applications for registration/de-registration of aircraft.
- **Incident/Accident Reporting:** Investigate and report breaches/occurrences/incidents of international and national civil aviation laws, regulations, conventions, and standards and submit recommendations that address remedial action or enforcement for violations.
- **Compliance Audits:** Monitor and review flying schools and ATOs in conjunction with Flight Standards Inspectors. Conduct random inspections on airmen for licensing purposes to ensure compliance and adherence to regulations, policies, procedures, relevant guidance material and ICAO SARPs.
- **Flight Test Examiners and Civil Aviation Medical Examiners:** Evaluates, approves and renews applications for Flight Test Examiner in conjunction with Flight Operations Inspectors. Evaluates applications for Civil Aviation Medical Examiner and makes recommendations for approval and renewal. Liaises with these designated examiners on airmen related issues and matters.

- **Amendments to Regulations:** Review, recommend and amend as required regulatory procedures related to Personnel Licensing in keeping with international and national civil aviation laws, regulations, conventions and standards.
- **Guidance Manuals:** Assist in the creation and amendment of forms, checklists, advisory circulars, bulletins and inspection guidance manuals.
- **Information Systems:** Review the system of information provision to stakeholders and amend the procedures to ensure accuracy and efficiency.
- Perform related duties as may be required.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- Possess an Air Traffic Controller Licence or Commercial Pilot Licence or Airline Transport Pilot Licence or Aircraft Maintenance Engineer Licence; or
- Eight (8) years of experience in Personnel Licensing in a civil aviation regulatory agency and proof of having successfully undergone a Personnel Licensing training program acceptable to the Authority.
- A minimum of 5 CSEC / CXC / GCE 'O' Level subjects, including English Language and Mathematics.
- Tertiary level qualification would be an asset.
- Knowledge of Trinidad and Tobago Civil Aviation Regulations (TTCARs) and ICAO Standards and Recommended Practices (SARPs) related to Personnel Licensing.
- General knowledge of Air Operator operating procedures and safety standards.

Interested candidates should submit their application along with copies of all relevant qualifications/academic certificates by 27 February 2026 to tcaacareers@caa.gov.tt.

Unsuitable applications will not be considered.