



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 QUALITY ASSURANCE INSPECTOR / QUALITY AUDITOR TECHNICAL

JOB SUMMARY:

The incumbent is required to provide support to the Head Quality and Investigation (HQAI) by aiding in the development and maintenance of procedures and guidance for quality assurance and auditing of the TTCAA. Areas to be audited include but are not limited to, the regulatory inspectorate, the Civil Aviation Training Centre and the Air Navigation Services.

KEY DUTIES & RESPONSIBILITIES:

- Develop an annual Quality Audit Plan for the execution of audits of the following areas: Completed audit files for Flight Ops inspectors, Airworthiness Inspectors, Cabin Safety & Dangerous Goods Inspectors, Licensing Inspectors, ANS Inspectors and CNS Inspectors as well as audits of the Civil Aviation Training Centre and Air Navigation Services.
- Conduct audits of the areas identified in the Quality Audit Plan to include:
 - Preparation for audits.
 - Execution of audits.
 - Follow up of audits.
 - Closure of audits.
- Assist with projects such as but not limited to the development of a Procedures manual(s) for the Quality aspect of the Quality and Investigations Department.
- Assist with the data collection and the creation of reports for meetings e.g. Operations Committee Meetings and DGCA/Board Meetings, investigative reports.
- Coordinate with National and International agencies as necessary in the conduct of Quality Assurance activities.
- Perform related duties as may be required.

REQUIRED QUALIFICATIONS, EXPERIENCE & SKILL:

- Experience in Quality Auditing in Civil Aviation.
- Possession of a Professional Civil Aviation Licence: Commercial or Air Transport Pilot Licence, Aircraft Engineers Licence or Air Traffic Controller Licence.
- At least eight (8) years in the civil aviation industry.
- Experience in any other quality oversight programs recognized by an ICAO Member State's Regulatory Authority.
- Knowledge of Trinidad and Tobago Civil Aviation Regulations (TTCARs) and ICAO Standards and Recommended Practices (SARPs).
- Training in Quality Auditing as evidenced by a certificate from a recognized training facility, preferably in ISO Standards and Recommendations (ISO 9001:2015) would be an asset.
- A suitable combination of training and experience may be acceptable.

Interested candidates should submit their application along with copies of all relevant qualifications/academic certificates by 14 June 2026 to ttcaacareers@caa.gov.tt.

Unsuitable applications will not be considered.