



# 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 AND COMPLIANCE OFFICER**

### **JOB SUMMARY:**

The Quality and Compliance Officer will be responsible for instituting and maintaining an internal quality and compliance framework and ensuring that all products, services and processes conform with or exceed all regulatory standards and all internal quality benchmarks. The individual must be a highly analytical, flexible, organized, proactive individual, able to work confidentially in a fast paced and dynamic environment.

### **KEY DUTIES & RESPONSIBILITIES:**

- Develop, update, and maintain organizational manuals and policies in alignment with best practices and applicable laws and regulations.
- Conduct internal assessments, audits and inspections to identify risks, vulnerabilities, and areas for improvement.
- Establish KPIs and quality measurements and track performance.
- Investigate non-conformance incidents or compliance breaches, prepare reports, and outline corrective action plans.
- Track action items, monitor deadlines, monitor compliance and follow up on outstanding matters
- Provide guidance to staff on compliance requirements, policy changes, and best practices.
- Conduct research, collect and analyse data and prepare reports and recommendations on enhancement of workflow efficiencies 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.

### **REQUIRED QUALIFICATIONS, EXPERIENCE & SKILL:**

- Bachelor's degree in any related field.
- Training or experience in quality assurance and/or compliance.
- Any other relevant certification or training will be an asset.
- Strong analytical and problem-solving skills to interpret complex regulatory guidelines.
- Exceptional communication (both written and oral), human relation and interpersonal skills.
- Exceptional organizational and planning skills.
- Ability to work independently and manage multiple tasks.
- Excellent time management skills.
- High level of initiative, flexibility, and confidentiality.
- High level of attention to detail and accuracy.
- Ability to meet deadlines and work under pressure.

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

*Unsuitable applications will not be considered.*