



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 contract position:

EXTERNAL ADVERTISEMENT FOR THE POSITION OF HSSE OFFICER (6-MONTH CONTRACT)

POSITION PURPOSE:

The HSSE Officer will be required to assist in the development, implementation and maintenance of the health, safety, security and environment management systems, policies and procedures of the Trinidad and Tobago Civil Aviation Authority (TTCAA). The incumbent will conduct research and assess risks arising from the workplace and the TTCAA's operations and initiate action to mitigate, manage and where possible eliminate risks.

KEY RESPONSIBILITIES:

- Assist in the implementation of the TTCAA's Health, Safety, Security and Environment (HSSE) policies.
- Support the HSSE Specialist in promoting safe work performance through the development of safety systems, policies and procedures, as well as safety campaigns and communications.
- Identify unsafe work practices, conditions, equipment and make recommendations to minimize risks.
- Respond to emergency calls and incident reports by participating in first aid, fire-fighting activities and accident/incident investigations.
- Prepare reports on incidents (including near misses) and compile statistical information.
- Conduct site visits and report on health and safety issues with recommendations for necessary action.
- Assist in conducting HSSE training, HSSE orientation, safety audits and risk assessments.
- Ensure accurate health and safety records are maintained both physically and electronically.
- Perform any other related duties as may be required.

QUALIFICATIONS & EXPERIENCE:

- A Diploma in Occupational Safety and Health or related discipline.
- A minimum of three (3) years' experience in the field of occupational health and safety.
- Considerable knowledge of health, safety, security and environment policies and best practice.
- Good oral and written communication skills.
- Good time management and ability to meet deadlines.
- Ability to establish and maintain good relationships with all stakeholders.

Interested candidates should submit their application along with copies of all relevant qualifications/academic certificates by 10 November 2026 to ttcaacareers@caa.gov.tt.

Unsuitable applications will not be considered.