



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 LEGAL ASSISTANT (CONTRACT)

POSITION PURPOSE:

The Legal Assistant provides legal and administrative support to the Corporate Secretary / Legal Officer (CSLO). The incumbent assists in ensuring the TTCAA and CANAS Boards adhere to governance frameworks, fulfils statutory requirements under the Civil Aviation Act, and manages legal documentation and provides general administrative support to the department.

KEY RESPONSIBILITIES:

- Assist in taking or transcribing minutes for Board, Committee and any other meetings;
- Assist in preparing and distributing Board packages, agendas and notices for meetings and conferences;
- Assist in the coordination of filings with local regulatory bodies, maintaining statutory registers and tracking annual returns and company/corporate changes;
- Communicate with stakeholders;
- Coordinate logistics for meetings and conferences;
- Draft legal documents such as contracts and corporate resolutions and maintain a secure, centralized contract database;
- Manage the CSLO's calendar, coordinate logistics for meetings, handle sensitive communications, and maintain physical or digital filing systems with strict confidentiality. Track deadlines to ensure timely submissions;
- Provide administrative support and compliance support to the office of the CSLO;
- Assist in conducting legal research, compiling compliance checklists, and summarizing legal opinions or regulatory updates for the CSLO and Legal Officer;
- Perform any other related duties as assigned.

QUALIFICATIONS & EXPERIENCE:

- An Associate Degree in Paralegal Studies or a related field;
- A minimum of three (3) years' experience as a legal assistant, paralegal, or corporate secretarial assistant, preferably within a corporate legal department;
- Working knowledge and experience in Trinidad and Tobago Companies Act and local corporate filing procedures;
- Strong proficiency in the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook);
- A high level of discretion, ethics, and confidentiality regarding sensitive Board and legal matters;
- Excellent written and verbal communication skills.

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.