



GUYANA CIVIL AVIATION AUTHORITY

VACANCY ANNOUNCEMENT

TECHNICAL ASSISTANT

The Guyana Civil Aviation Authority invites suitably qualified candidates to apply for the position of **TECHNICAL ASSISTANT**

ROLE

The Technical Assistant is required to support the Department's ongoing functions by using special software, equipment, or tools that require special training or specialized skills to use or operate or carrying out technical research and preparing various reports for that Department. May also be required to provide administrative support, including but not limited to, business communication, and clerical functions such as scheduling appointments, making and receiving telephone calls, receiving and drafting correspondence.

QUALIFICATIONS

- Five (5) or more CXC Subjects including English Language, Mathematics, and Principles of Business, Office Procedures, or Office Administration;
AND,
- Technical training from an approved institution with three (3) years' experience in a technical field such as aircraft operations or maintenance, air navigation services, or electrical engineering.
- Preference will be given to applicants with technical qualifications

PROFESSIONAL AND EXPERIENCE KNOWLEDGE

- General knowledge of one or more areas of aircraft or aerodrome operations, would be an asset.
- Sound administrative skills.
- A disciplined, systematic and methodical approach to carrying out each task.
- Ability to establish and maintain an organized work environment.
- Ability to communicate effectively at all levels, both orally and in writing.
- Ability to work on own initiative with a minimum of supervision.
- Proficient in the use of Microsoft Office suite.

Suitably qualified persons must submit their application and curriculum vitae on or before **Friday, February 21, 2025**, to:

**The Human Resources Manager
Guyana Civil Aviation Authority
73 High Street, Kingston, Georgetown.**

Applications must be submitted via email to: vacancy@gcaa-gy.org

The code **TECHNICAL ASSISTANT** must appear in the subject line of the email.

NB: Only shortlisted applicants will be notified.