



CIRCULAR MEMORANDUM

NO. 44 OF 2018

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FROM: Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE - AIR TRAFFIC CONTROL ASSISTANT - DEPARTMENT OF CIVIL AVIATION - MINISTRY OF TOURISM AND CIVIL AVIATION

DATE: 8th August, 2018

Applications are invited from suitably qualified applicants to fill three (3) vacant positions of Air Traffic Control Assistant, Department of Civil Aviation, Ministry of Tourism and Civil Aviation.

Duty Station

Philip S. W. Goldson International Airport, Ladyville

Basic Purpose of Position:

To ensure a safe, orderly and expeditious flow of air traffic based on rules, regulations and procedures.

Analysis of Position:

Essential Duties and Responsibilities

1. Provide Aerodrome Control Service and as such is responsible for the efficient control of aerodrome traffic and ground movements.
2. Provide Flight Information Service.
3. Provide Alerting Service.
4. Coordinate traffic as necessary in accordance with ICAO Document 4444, Belize Civil Aviation Regulations Air Traffic Services and other related documents.
5. Assist the ATCO Grade III in certain minor tasks as required.
6. Attend training when required.
7. Execute other duties as may be assigned from time to time.

Reporting Responsibility:

The Air Traffic Control Assistant reports to the Chief Air Traffic Officer.

Qualifications Required:

Associates Degree plus 3 CXC passes in Mathematics, English Language and Spanish - General Proficiency I/II (III since June 1998). Prior experience in the aviation industry is desirable, but not necessary as training will be provided. Fluency in speaking Spanish is an asset.

Skills:

Ability to speak (enunciate), write and understand English, critical thinking skills, ability to make decisions quickly, human relations, interpersonal skills, good memory, listening skills and be able to manage stress.

Due to the nature of the job, shortlisted applicants will be required to undergo an aptitude test and a psychological evaluation.

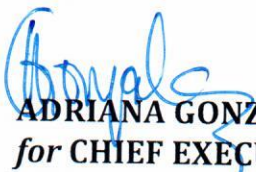
Age Limit:

21-28 years

Salary:

Government of Belize Pay Scale 10 of \$20,407 x 976 - \$38,951 per annum

Interested persons who meet the stated qualifications and criteria and have the aptitude for posts of this nature are required to submit a letter of application, résumé, proof of qualifications and names of two (2) references. Application must be addressed to **Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Sir Edney Cain Building, Belmopan** no later than **7th September, 2018**.



ADRIANA GONZALEZ (MS.)
for CHIEF EXECUTIVE OFFICER

c: *Director, CITO*
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 GEN/5/03