



CIRCULAR MEMORANDUM

NO. 10 OF 2026

MY REF: STAFF/GEN/2/13/26 (43) Vol. I

FROM: Chief Executive Officer, Ministry of the Public Service and Disaster Risk Management

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 – TWO (2) POSTS OF AIR TRAFFIC CONTROL ASSISTANT (ATCA), DEPARTMENT OF CIVIL AVIATION

DATE: 9th February 2026

Applications are invited from suitably qualified persons to fill two (2) posts of **Air Traffic Control Assistant, Department of Civil Aviation**, Office of the Prime Minister and Ministry of Finance, Investment, Economic Transformation, **Civil Aviation**, and E-Governance.

1. NATURE AND SCOPE:

The Air Traffic Control Assistant will ensure a safe, orderly and expeditious flow of air traffic based on rules, regulations and procedures.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Control and supervise the AIS/ARO.
- Receive and/or originate, collect, collate or assemble, edit, format, publish/store aeronautical information necessary for the safety of air navigation.
- Control and update the AIS/ARO library.
- Conduct pre-flight briefings.
- Process flight plans.
- Assist in compiling statistical data.
- Prepare bills and collect government revenue.
- Assist in the Air Traffic Control Units.
- Attend training when required.
- Execute any other duties that may be assigned from time and time.

3. QUALIFICATION, KNOWLEDGE AND EXPERIENCE

- An Associate Degree;
- 3 CXCs Passes, Including Mathematics, English Language and Spanish General Proficiency I/II (III Since 1998) Or Basic I/II (Since June 1998);
- Be Successful in the completion of a Pre-Employment Aptitude Exam.
- AND
- Be Successful in Psychological Evaluation.

- **SPECIAL NOTE:** In order to be appointed, an officer must have successfully completed the Basic Aerodrome Control Course and On the Job Training.

4. COMPETENCIES/SKILLS

- Excellent communication skills (oral and written);
- Excellent analytical and critical thinking skills;
- Excellent problem solving and decision-making skills;
- Excellent interpersonal skills;
- Teamwork and collaboration;
- Professional and strong work ethics;
- Be a quick learner;
- Proficiency in the use of Information and Communication Technologies and computer applications for word processing, spreadsheet and related.

4. REPORTING RESPONSIBILITY

The Air Traffic Control Assistant will report to the Chief Air Traffic Control Officer.

5. SALARY

Government Pay Scale 10 of \$21,326 x 1020 - \$40,706 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> **no later than 24th February 2026.**



**ROLANDO ZETINA (MR) CHIEF
EXECUTIVE OFFICER**

c: *Director, CITO,
President, Public Service Union
President, Association of Public Service Senior Managers
GEN/4/01/01*