



# 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:** 9<sup>th</sup> 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 CXC's 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 24<sup>th</sup> 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*