



## VACANCY NOTICE NO. 4 OF 2024

The BVI Airports Authority Limited invites applications from suitably qualified persons for the position of **OPERATIONS OFFICER, OPERATIONS DEPARTMENT**.

This position is responsible for enforcing established rules and regulations pertaining to operations, security and the use of a certified air carrier.

### EDUCATIONAL REQUIREMENT

- Bachelor's Degree in Aeronautical Studies or a related discipline
- Minimum of three (3) years' experience in the Aviation Industry

### KNOWLEDGE AND EXPERIENCE

Applicants must have proficient knowledge in the following areas:

- Ability to handle Airport Development Planning
- Sound planning and organizational skills
- Excellent oral and written communication skills
- Ability to multi-task and work under pressure.
- Ability to resolve service-related problems
- Quality customer service skills
- Proficiency with Computer Operating Systems (Microsoft Office Suite)
- Valid BVI Driver's License

### JOB FUNCTIONS AND RESPONSIBILITIES

Duties include but not be limited to:-

- Inspecting airport facilities for safety and security including runways, taxiways, ramp, perimeter, barrier and buildings.
- Recording discrepancies and arranges for immediate corrective action when warranted.
- Disseminating appropriate notices (NOTAMS) during hazardous conditions and may order all or a part of the Airport closed in the absence of Duty Manager.
- Recording information relating to aircraft charter, air taxi and other commercial activities; along with recording airport statistical data.
- Assisting and coordinating activities relating to special events such as fly-ins, airport tours and VIP visits.
- Operating and using various equipment including motor vehicles, two-way radios, and runway friction testing devices.
- Maintaining a daily log of significant events and actions taken during an assigned shift.
- Assisting with the coordination of quality initiatives for operational improvements.
- Assisting the Duty Manager on a day-to-day basis with all operational functions.

Salary which is in grade 8 will be determined commensurate with qualification and experience.

Interested persons should submit completed application and other relevant documents to:

Director of People and Culture  
BVI Airports Authority  
P. O. Box 4416  
Road Town, Tortola  
British Virgin Islands, VG1110  
or  
Email: [humanresources@bviala.com](mailto:humanresources@bviala.com)

Deadline for submission: **NOVEMBER 29, 2024.**