

**Position : Human Resources Manager**

**Position Purpose:** The Human Resources Manager should ensure that all Human Resource needs of the company are being met and are aligned with all business objectives. The timely execution of the department's mandates, the achievement of established goals, developing and implementing HR strategies and providing sound advice to senior management on all related subjects are also key elements of the HR Manager.

**CORE JOB FUNCTIONS:**

- Promote and foster the Mission statement and Vision of the Cheddi Jagan International Airport Corporation.
- Ensure that all Human Resource needs of the company are being met and are aligned with all business objectives/practices.
- Timely execution of the Human Resources' Departmental mandates and the achievement of established goals/principles.
- Developing and implementing HR strategies and providing sound advice to senior management on all related subjects.

**ESSENTIAL TASKS:**

- Bridging management and employee relations by addressing demands, grievances or other issues and conferring with employees and their supervisors on personnel matters.
- Administering the airport's personnel program & functions, including performance appraisals (Oversee and manage a performance appraisal system that drives high performance), compensation, employee relations, and training.
- Act as an important liaison between the employees and the labour unions.
- Maintain and institute HR procedures that comply with labor regulations.
- Anticipate and resolve litigation risks.
- Analyze the effectiveness of HR operations and policies.
- Prepare general and business reports using HR metrics and KPIs.
- Develop and monitor all HR strategies, systems, tactics, policies and procedures.
- Ensure HR staff addresses all employee-related matters (requests/grievances/benefits) in a timely manner, thereby, administering and ensuring the effective administration of employee services.
- Overseeing the safe, efficient and effective adherence to Occupational Safety and Health best practices.
- Assess training needs, consistently, by monitoring, recommending and implementing training programs
- Directs the Human resources team to execute the responsibilities of the Department in an efficient and effective manner.

### **MINIMUM REQUIREMENTS:**

- A first degree in Human Resources Management/Management studies at a recognized institute of study or its equivalent and/or
- A minimum of five (5) years proven work experience in a similar role in a company of comparative size, having functioned in a senior decision-making role and having worked as a HR generalist.
- Must be proficient in computer and Microsoft office suite.
- Thorough knowledge of human resources management principles and best practices, employment legislation and regulations (Guyana Labour code).
- Excellent communication skills.
- Excellent active listening, negotiation and presentation skills.
- Must possess Supervisory, Managerial and Leadership skills.
- High ethical standards.
- Result-driven achiever with exemplary planning, comprehension and analytical skills.
- Must be able to work in a fast-paced environment.
- Must be able to work flexible hours.

**Position : Mechanical Engineer**

**Position Purpose :** Reporting directly to the Engineering and Technical Manager, the Mechanical Engineer provides technical assistance to all Airport Operations, and ensures the engineering integrity of construction, alterations, and installation programs. The Mechanical Engineer will have the responsibility of ensuring all relating works are completed up to standard and in keeping with all requirements.

**KEY RESPONSIBILITY:**

The Mechanical Engineer will be responsible for designing, developing and installing new or modified mechanical components as required.

**CORE JOB FUNCTIONS:**

- Conduct research that tests and analyzes the feasibility, design, operation and performance of equipment, components and systems, as well as, developing, testing and evaluating theoretical designs.
- Designing and implementing cost-effective equipment modifications to help improve safety and reliability.
- Research, design, evaluate, install, operate, and maintain mechanical products, equipment & systems by applying knowledge and engineering principles and processes to meet CJIAC requirements.
- Investigate equipment failures and difficulties to diagnose faulty operation, and to make recommendations to resolve issues.
- Maintain the mechanical workshop, including the maintenance of all CJIAC vehicles, fuel log books, drivers and ensuring related contract works are undertaken.
- Overseeing procurement, installation, and maintenance of all Air Conditioning units.
- Managing the operation and maintenance of the boarding bridges.
- Maintenance and servicing of the conveyor belt and components.
- Ensuring that all mechanical components are operating as required.
- Assist in preparation and evaluation of Tender documents.
- Inspects completed jobs so as to ensure optimal results were obtained.
- Responsible for supervising the Operators responsible for the daily operations of the Boarding Bridges and Conveyor Systems.

### **MINIMUM REQUIREMENTS:**

- A first degree or equivalent in Mechanical Engineering, with supplementary courses in other related engineering disciplines and appropriate technical qualifications and/or
- A minimum of three (3) years' proven working experience in mechanical engineering.
- Must have experience in project and contract management.
- Knowledge of financial management principles, particularly budgeting
- High attention to detail and excellent analytical skills. Must be computer literate
- Sound independent judgment
- Must be able to work flexible hours
- Experience in a supervisory / managerial post would be an asset

**Position : Electrical Engineer**

**Position Purpose :** The Electrical Engineer provides technical support to all Airport operations, and ensures the engineering integrity of construction, alterations, and installation programs. The Electrical Engineer will have the responsibility for ensuring that all related works are completed up to standard and in keeping with all requirements.

**CORE JOB FUNCTIONS:**

- Ensures the designs and maintenance of all electrical installations and equipment at CJIAC are in accordance with the standard specifications.
- Developing standards and specifications for alteration, and installation programmes; and monitors such programs to ensure compliance, therewith.
- Monitor and review preventative and corrective maintenance schedules to assess progress and make modifications, where necessary.
- Developing, directing and coordinating policies, programs, procedures, standards, and schedules to effectively meet the Department's mandate.
- Participating in the development of Scope of Works and preparing engineers estimates for projects under the Engineering & Technical Department's purview.
- Assist in preparation and evaluation of Tender documents.
- Ensuring that industrial standards are met, kept and employed.
- Inspects completed jobs and runs tests to ensure efficiency and performance.
- Other job related assignments in keeping with a dynamic Airport environment.

**MINIMUM REQUIREMENTS:**

- A first degree or equivalent in Electrical Engineering, with supplementary courses in other related engineering disciplines and appropriate technical qualification and/or
- A minimum of three (3) years' proven working experience in Electrical Engineering, with substantial years in a supervisory/ managerial capacity.
- Knowledge of renewable energy technology
- Must have experience in Project and Contract management.
- Knowledge of financial management principles, particularly budgeting
- High attention to detail and excellent analytical skills. Must be computer literate
- Sound independent judgment
- Must be able to work flexible hours

**Position : Passenger Boarding Bridge Operator**

**Position Purpose :** To provide strong support for the effective and efficient functioning of the Passenger Boarding Bridge department which entails smooth transition of passengers from Aircraft to Terminal building while creating a positive customer experience.

**CORE JOB FUNCTIONS:**

- Screen or Test all related equipment to ensure they are properly functioning before commencing duties.
- Provision of mechanical and electrical diagnostics, maintenance and repairs to equipment and machinery throughout the Airport Complex, inclusive of Boarding Bridges and Baggage Conveyor.
- Ensuring timely maintenance and safety programmes are executed to prevent equipment malfunctions and safety issues.
- Performs Troubleshooting to quickly identify equipment malfunction for corrective action.
- Ensure that adequate controls and records are maintained detailing machine service history.
- Ensuring that the equipment is operating, optimally, by analysis machine test results and instituting necessary adjustments
- Assist with Installations of new equipment, mechanical operations, standards and controls as needed.

**MINIMUM REQUIREMENTS:**

- A minimum of five (5) passes at CSEC (including Mathematics and English) with grades 1-3 and/or
- Proven technical skills evidenced by the possession of a diploma/associates degree in Mechanical Engineering/ Motor Mechanics / Electrical & Mechanical Engineering from a recognized technical institution.
- Minimum of one (1) year working experience in a similar capacity and similar environment.
- Must be computer literate
- Physical ability to complete this type of work, often in demanding environments
- Must be able to work based on a shift system (weekends/holidays) and flexible hours
- Outstanding problem solving and critical thinking skills

**Position : Airport Duty Officer**

**Position Purpose:** The Airport Duty Officer will be responsible for providing management support and continuity for all services pertaining to the operation and maintenance of the Cheddi Jagan International Airport.

**CORE JOB FUNCTIONS:**

- Directing and controlling all airport activities, in the absence of Senior Management employees.
- Monitoring the Operations of Airlines, Handling Agents, Concessionaries, Government Agencies and other Terminal Users as well as resolves problems which impact on the service levels and Airport Operations.
- Monitor and Manage Passenger operations and formulating feasible and imaginative solutions to problems so as to maintain a high level of service to the travelling public.
- Conducts investigations and resolves complaints from Airport users.
- Conduct daily inspections of the Airfield , Terminal and Landside facilities so as to ensure that all Airport facilities are clean and safe for use by Airlines and other users of the Airport.
- Provide and coordinate the conduct of special events, such as facilitation of V.I.P handling and media activities.
- Supervise aircraft parking.
- Monitor the Airport identification program and issue temporary identification cards and vehicle passes that are so approved.

**MINIMUM REQUIREMENTS:**

- First degree in Business Management/ International Relations / Public Management / Communications/ Aviation Management or similar discipline from a recognized institute of study and/or
- A minimum of two (2) years' working Experience. Experience in Airport Operations will be an asset
- Must be proficient in the use of computer (Microsoft Office).
- Knowledge of safety and security procedures.
- Ability to work independently, write reports and meet deadlines.
- Training in Airport Operations, Airline Operations or the Hospitality Industry would be an asset.

**Position : Assistant Airport Duty Officer**

**Position Purpose :** Under the Supervision of the Airport Duty Officer, the Assistant Airport Duty Officer will be responsible for providing strong support, in all required areas, to Airport Duty Officers, to ensure the effective operation of the department.

**CORE JOB FUNCTIONS:**

- Manage a program for the direction and control of all Airport activities under the guidance of the Senior Airport Duty Officer or the Airport Duty Officer.
- Assist the Duty Officers with monitoring the operations of Airlines, Handling Agents, Concessionaires, Government Agencies and other Terminal Users and resolves problems which impact on the service levels of Airport Operations.
- Conduct investigations under the guidance of the Duty Officers with the aim of resolving complaints from Airport users.
- Conduct daily inspections, under the guidance of the ADO, of the Airfield, Terminal and Landside facilities so as to ensure that all Airport facilities are clean and safe for use by Airlines and other users of the Airport.
- Maintain the duty operations log book/records.
- Continually monitor the Airport cleaning and maintenance services.
- Ensure that the instructions on the planned work schedule are completed in the specified timeframe as provided by the ADO.

**MINIMUM REQUIREMENTS:**

- A Diploma in Business Management/ International Relations / Public Management / Communications/ Aviation Management or similar discipline from a recognized institute of study and/or
- A minimum of one (1) year working experience. Experience in Operations / Security Departments will be an asset.
- Must be proficient in the use of computer (Microsoft Office).
- Ability to work independently, write reports and meet deadlines.
- Relevant experience in a similar field would be an asset.
- Must be able to communicate effectively at all level.



**Position : Aviation Security Officer**

**Position Purpose :** Responsible for monitoring and controlling all access points to the Airport and Restricted Areas and ensuring that the Corporations' rules/protocols are adhered to at all time by all users.

**CORE JOB FUNCTIONS:**

- Maintaining law and order at the Airport, ensuring all established procedures are adhered to at all times.
- Provide general security for all airport assets.
- Control and direct parking of vehicles at the Airport
- Conduct Security Screening in accordance with established procedures
- Operate access control points and ensure only authorized persons and vehicles are allowed to enter restricted areas.

**MINIMUM REQUIREMENTS:**

- Applicants must be in good health and able bodied
- A minimum of five (5) passes at CSEC (including English language and Mathematics) or equivalent and/or
- A minimum of two (2) years' work experience.
- Experience in the security and/or military field will be an asset.
- Must be Computer Literate.
- Good customer service skills. Must be able to interact with the public in a courteous manner.
- Good oral and written communication skills.
- Must be able to work well in a team and have a good eye for detail
- Must be able to work shift and undergo requisite training.

**Position : Clerical Assistant**

**Position Purpose:** The Clerical Assistant will be responsible for providing strong support to the respective division through maintaining proper record keeping & documentation. The incumbent shall also be responsible for ensuring adequate communication among all pertinent agencies and the timely dissemination of pertinent information.

**CORE JOB FUNCTIONS:**

- Ensure all files, documents, ledgers, databases & work sheets are current.
- Timely dissemination of information to all relevant parties.
- Performing multifaceted general office support, inclusive of maintaining departmental, personal work plans and Ledgers.
- Preparing business correspondence, reports and presentations, typically using Microsoft Office Suite (Word, Excel, PowerPoint, Access, Publisher, Outlook).
- Operate a range of office machines such as photocopiers and computers.
- Maintain communication with relevant agencies.
- To receive enquiries within the department, answering or redirecting callers as appropriate.
- Gathers specified information and compiles routine reports.
- Completing specific functions as directed by the Departmental Manager.

**MINIMUM REQUIREMENTS:**

- A minimum of Seven (7) passes at CSEC (including Mathematics and English), grades 1-3 and/or
- One (1) year of professional working experience in a similar field.
- Must be proficient in the use of the computer and Microsoft office suite.
- Excellent communication skills.
- Must possess a neat and legible handwriting and be able to work in a fast-paced environment.
- Must be of pleasant personality and a good team worker.
- Time management skills and the ability to prioritize work.
- Must have a strong sense of integrity & confidentiality.
- Must be able to work flexible hours.

**Position : Customer Service Representatives (CSR)**

**Position Purpose :** The CSR will be responsible for managing the Executive Lounge and assisting in protocol duties in an effective and efficient manner.

**CORE JOB FUNCTIONS:**

- Monitor the Executive Lounge, before, during and after usage so that standards are met and maintained.
- Provide to the guests an exceptional level of customer service at all times.
- Provide protocol service as and when the need arise
- Any other duties associated with the job classification will be assigned.

**MINIMUM REQUIREMENTS:**

- A minimum of five (5) passes at CSEC; grades 1-3 and/or
- Two (2) years working experience.
- Must possess human interaction skills
- Customer service oriented (must be able to communicate effectively at all level)
- Must be polite, presentable and be able to work independently.
- Applicant must be confidential, pay attention to details and good use of initiative.
- Must be able to work flexible hours (holidays/weekends).

**Position : Driver**

**Position Purpose :** Provide transportation services to CJIAC in order to meet daily transportation needs. Drivers are required to operate a range of vehicles in order to meet transportation demands.

**CORE JOB FUNCTIONS:**

- Provision of staff transportation and transportation as required for other activities
- Provision of transportation requirements for expediting duties
- Accountability for vehicle, tools, spares and other assets while under care and supervision
- Cleaning of vehicle after shift/use
- Ensuring vehicle is refueled appropriately

**MINIMUM REQUIREMENTS:**

- Must be in good health and able bodied
- Must have a valid license for the use of Car, Van, Lorry and Motor Bus. License for additional vehicles will be an asset and/or
- Minimum of two (2) years driving experience.
- Must be able to work based on a shift system (weekends/holidays) and flexible hours.
- Applicants must be able to read and write well, and possess a good command of the English Language.

**Position : Airport Custodian**

**Position Purpose :** Responsible for ensuring the general upkeep of all Airport facilities, equipment and environments.

**CORE JOB FUNCTIONS:**

- Clean all facilities, environment and equipment, including glass windows and walls, by utilizing a variety of cleaning methods (sweeping, mopping, scrubbing).
- Litter & garbage removal from the Airport Environs.
- Wash and disinfect all washroom floors, toilets, toilet seats, sinks, and all other fixtures.
- Vacuum all carpeted areas; inclusive of Offices as needed or as scheduled.
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Ensure that the washroom odor is always pleasant.
- Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner.
- Ensure the disposal of Cleaning Water/residues is done in keeping with given directives.
- Report presence of vermin or insects, water leaks and other maintenance needs.
- Utilize specialized cleaning equipment (floor polishers, buffers and scrubbers).

**MINIMUM REQUIREMENTS:**

- Must be in good health and able bodied
- Applicants must be able to read and write well, and possess a good command of the English Language.
- Must be able to work based on a shift system (weekends/holidays) and flexible hours.
- Must be of cheerful personality, energetic and Customer service oriented.