



Cheddi Jagan International Airport Corporation hereby invites suitably qualified applicants to fill the following vacancies:

Applications can be submitted via the online platform, please fill out the online form available at www.cjairport-gy.com or our facebook page @cjairport-gy.com or submit by post by mailing to

*The Human Resources Manager
Cheddi Jagan International Airport Corporation
Timehri,
East Bank Demerara*

The deadline for Submission are [September 30,2019](#). Please note, only successful candidates will be contacted.

1. AIRPORT TAXI DRIVER

Key Responsibility: To provide continuous 24 hours transportation services to passengers and Airport users. Successful candidates will be required to work based on a shift system.

Minimum Requirements:

- Valid Driver's license with a minimum of five (5) years' driving experience
- Vehicle must be registered in the applicants' name
- Vehicle must be registered as Hire Car or Bus
- All pertinent documents must be valid and submitted along with the application
- Cars must be painted Corporate yellow, buses must be plain white
- Applicants must possess a sound secondary education, and have a good command of the English language, both verbal and written
- Should be customer and service oriented
- Must subscribe to all pertinent legal requirements

Vehicles will be subjected to full inspection and approvals by CJIAC.

2. LEGAL OFFICER

Main Responsibilities:

The successful candidate shall be responsible for providing Management with sound advice on matters of law including:

- Subpoenas and court orders from third parties to and prepare responses to same;
- Prepare defense for lawsuits, administrative claims, or other legal claims against the Corporation;
- Provide written legal opinions and perform domestic & International legal research;
- Provide Management with guidance to ensure that policies being considered for implementation or revisions are legally sound.
- Provide legal guidelines to ensure the Corporation is in compliance with all applicable agreements, laws, orders, rules, ordinances and regulations;
- Provide updates to the Corporation on the status of all legal issues;
- Provide such other legal services as may be directed by the Corporation
- Provide advice and information on changes to law affecting the company.
- Verify contract documents before submission to relevant parties

Qualifications and Experience:

The successful candidate must possess the following qualifications and experience:

- Bachelor degree in law from a recognised institute of study
- At least three(3) year experience in a similar position within a comparable company
- Strong oral and written communication skills;
- Ability to interact effectively and collaboratively both internally and externally;
- Honesty, reliability, and a commitment to strict confidentiality;
- Self-motivated and committed to self-improvement;

3. PUBLIC RELATIONS OFFICER

Key Responsibility: To manage the needs of the Corporation as it relates to all public relations activities.

Main Responsibilities:

The successful candidate shall be responsible for:

- Consulting with and advising airport management regarding public relations policies and practices.
- Supervising all airport guides and information booths.
- Receiving and analysing all public complaints.
- Preparing answers to complaints and advising management as appropriate.
- Coordinating and carrying out publicity strategies and campaigns
- producing presentations, reports, articles, brochures etc, utilizing a wide array of media programs and writing press releases
- speaking publicly at interviews, press conferences and presentations
- commissioning or undertaking relevant market research
- liaising with clients, managerial and journalistic staff as required
- Management of CJIAC Website and social media Accounts

Qualifications and Experience:

The successful candidate must possess the following qualifications and experience:

- Bachelor degree in Communication Studies from a recognized institute of study
- Strong proven command of the English language ;
- At least two(2) year experience in a similar position within a comparable company
- Experience in a Supervisory or management capacity will be an asset
- Experience in marketing, events planning & promotion, or journalism will be an asset
- Strong oral and written communication skills;
- Honesty, reliability, and a commitment to strict confidentiality;
- Self-motivated and committed to self-improvement;

4. MECHANICAL ENGINEER

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

Main Responsibilities:

The successful candidate shall be responsible for:

- Conducting 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 CJAC requirements.
- Investigate equipment failures and difficulties to diagnose faulty operation, and to make recommendations to resolve issues.
- Maintain the mechanical workshop, inclusive of the maintenance of all CJAC vehicles, fuel log books and drivers. 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
- Managing the operation and maintenance of the Escalators and Elevators
- 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.

Qualifications and Experience:

The successful candidate must possess the following qualifications and experience:

- A first degree or equivalent in Mechanical Engineering, with supplementary courses in other related engineering disciplines and appropriate technical qualification.
- 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 considered an asset

5. ELECTRICAL TECHNICIAN

Key Responsibility: To provide strong technical support to the Electrical Engineer in the execution of his duties. The electrical Technician will apply electrical theory and related knowledge to test and modify electrical machinery, electrical control equipment and circuitry

Main Responsibilities

The successful candidate shall be responsible for:

- Conduct research that tests and analyzes the feasibility, design, operation and performance of equipment, Provision of electricity and electrical maintenance services throughout the Airport
- Maintenance and management of power supply system, transmission and distribution lines, transformer banks, X-ray Machines, Walk-through metal detectors, generators, Aerodrome Lighting Systems, and Public Address System.
- Assist with the operation, maintenance and management of the Conveyor Belt Systems, Passenger Boarding Bridge, Escalators, Elevators and Electronic Platform Scale
- Routine and systematic inspection of all areas throughout the Airport for electrical deficiencies
- Switch off all lights and equipment around the Airport which are not automatically controlled at day break or as is necessary.
- Respond quickly to all requests and efficiently and rapidly repair electrical systems, without compromising quality in order to minimize down times.
- Always commit to compliance with all safety standard and regulation
- Perform preventative maintenance to stay ahead of potential issue
- Install new equipment and wiring to expand infrastructure as needed
- Diagnoses cause of electrical malfunction or failure of operational equipment and performs preventative and corrective maintenance.

Qualifications and Experience:

The successful candidate must possess the following qualifications and experience:

- 5 subjects at CXC exams (including Mathematics and English) grades 1-3
- Proven technical skills evidenced by the possession of a diploma/associates degree in Electrical Engineering/ Electrical Installation / Electrical & Mechanical Engineering from a recognized technical institution.
- Minimum of one (1) year working experience in a similar capacity and similar environment.
- Ability to work independently and to utilize proven methods to solve problem
- Must be computer literate
- Must be able to work based on a shift system (weekends/holidays) and flexible hours
- Valid electrician license in good standing
- Experience reading blueprints and technical drawings, installing electrical panels
- Extensive knowledge of electrical systems, wiring, and all necessary equipment
- Able to utilize handheld tools and power tool
- Outstanding problem solving and critical thinking skills
- Physical ability to complete this type of work, often in demanding environment

6. MECHANICAL TECHNICIAN

Key Responsibility: To provide strong technical support to the Mechanical Engineer in designing and testing feasible, reliable and safe solutions necessary for the implementation and maintenance of the Corporations fleet of Mechanical equipment / machinery.

Main Responsibilities

The successful candidate shall be responsible for:

- Provision of Mechanical diagnosis, maintenance and repairs to equipment and machinery throughout the Airport Complex, inclusive of Motors, Pumps, Elevators, Escalators, Boarding bridges and Conveyor belts.
- Devising and maintaining maintenance and safety plans that seeks to prevent equipment malfunctions.
- Perform Troubleshooting so as to identify challenges with Electrical Controls
- Ensure that adequate controls and records are maintained detailing machine service history.
- Ensuring that each piece of equipment is optimally operating by analysis machine test results and instituting necessary adjustments
- Ensure mechanical operations, standards and controls are maintained at high quality.
- Always commit to compliance with all safety standard and regulation
- Install new equipment to expand infrastructure as needed

Qualifications and Experience:

The successful candidate must possess the following qualifications and experience:

- 5 subjects at CSEC exams (including Mathematics and English) passes with grades 1-3
- 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

7. BUSINESS DEVELOPMENT OFFICER

Key Responsibility: The Business Development Officer is primarily responsible for growing the Corporations' business portfolio through enhanced development and capitalising on new business and beneficial opportunities and partnerships. The BDO will also be integral in developing the existing market as well as expansion to other Markets.

Core job functions:

- Formulate and manage strategies by developing proposals, responses and presentations to generate new business to achieve the Company's portfolio expansion objectives.
- Formulate and implement strategies to maximize growth and profitability of current businesses.
- Be responsible and accountable for the revenue growth of business initiatives;
- Build, maintain and improve relationships with present and prospective stakeholders and strategic partners.
- Conduct financial and other analyses on proposed business plans and opportunities.
- Analyze, report and incorporate trends in the industry into plans with recommendations for strategic adjustment.
- Ensure adherence to the regulatory and other compliance guidelines.
- Develop strong customer relationships to generate high volume of prospective clients.
- Work with the other divisions (IT, Finance, Operations etc.) to implement business development initiatives.
- Maximize the use and earning potential of all available land/space
- Hire, train and guide the marketing and business development associates.
- Respond to the client queries in a timely manner

Minimum Requirements:

- Bachelor's Degree in Marketing or related discipline from a recognized institute of study
- Minimum of three [3] years related experience in a Business Development or Marketing position in a firm of comparable operational size
- Experience in Business to Business negotiations and transactions
- Sound working knowledge of Business development and marketing principles
- Experience working within business environments across diverse cultures.
- Advanced knowledge of MS Word, Excel, PowerPoint, Project, Visio and Outlook.
- Sound grasp of the fundamentals of negotiations
- Must possess analytical skills.

8. DRIVER

Key Responsibility: Provide transportation services to CJAC 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:

The successful candidate shall be responsible for:

- 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

Qualifications and Experience:

The successful candidate must possess the following qualifications and experience:

- 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
- Minimum of five (5) 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.

9. AIRPORT CUSTODIAN

Key Responsibility: 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 pleasing
- 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
- Utilise specialised 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.