



# Government of St. Vincent and the Grenadines

## ADVERTISEMENT

### POST OF CHIEF TECHNICAL OFFICER, AIRPORT ADMINISTRATION, MINISTRY OF HIGHER EDUCATION, GRENADINES AFFAIRS, AIRPORTS AND SEAPORTS

Applications are invited from suitably qualified persons to fill a post of **Chief Technical Officer** at the Ministry of Higher Education, Grenadines Affairs, Airports and Seaports.

#### QUALIFICATIONS AND EXPERIENCE

- Master's degree in Aviation Management, Business Administration or a related field.
- At least 10 years in management, five (5) years of which should be in a senior management position in Aviation Management or a relation field.

#### DUTIES

The duties of the Officer appointed to the post will include the following:-

#### **DUTIES**

- **Providing support to the administrative department of the Airports implementation of policies and projects;**
- **Interfacing between the Office of the Prime Minister and Directorate of Airports regarding efficient implementation of projects and polices;**
- **Facilitating efficient management of the procurement process of capital items for use at the various airports;**
- **Implementing and monitoring the activities of the Department by assessing proposed programmes and collaborating with the respective agencies to enable access to funds for project implementation, ensure the effective use of resources, and to enable early detection and management of budget variations;**
- **Coordinating the preparation and review of the Annual Budgetary Reports for the relevant programmes of the Department;**
- **Representing the Department at meetings when necessary and foster strategic networking and alliances;**
- **Maintaining linkages with various agencies on matters pertaining to airport administration in order to maintain effective and efficient information flow;**
- **Ensuring smooth/efficient function of the Department;**
- **Assisting with the communication of policies and programmes of the Department to the public;**
- **Ensuring that all documents required by law are kept in accordance with the necessary procedures.**

## **SALARY**

Salary is payable in the scale \$83,928 x \$5,220 - \$110,028 in Grade B1.

## **CLOSING DATE FOR APPLICATIONS**

Applications, accompanied by Curriculum Vitae, Certified copies of qualifications and two (2) recent testimonials, should be sent to the Chief Personnel Officer, Personnel Department, 2<sup>nd</sup> Floor, Ministerial Building, Halifax Street, Kingstown, to reach her not later than **July 03, 2026**.