



## **POST OF AERONAUTICAL INFORMATION SERVICE ASSISTANT**

The Board of the **Anguilla Air and Sea Ports Authority (AASPA)** wishes to inform the general public of a job vacancy within the AASPA.

Applications are invited from suitably qualified individuals to fill one (1) vacant post of **Aeronautical Information Service Assistant** in the Airport Division of the Clayton J Lloyd International Airport.

### **Duties to include:**

- Ensure that approval of overflight permits, arrivals / departures at airports and diplomatic permits and Prior Permission Requisition PPR are done.
- Responsible for the reception, verification, change and distribution of flight plans and associated messages, (e.g. departure and arrival messages) on the Aeronautical Message Handling System (AMHS).
- Responsible for receiving and/or originating, collating/assembling, editing, formatting, publishing/storing and distributing aeronautical information/data concerning the entire territory of the state (Anguilla) as well as areas in which the state is responsible for ATS outside its territory.
- Comply with, and apply the national and international regulations that ensure the effective operation of the Aeronautical Information Service in terms of pre-flight and post-flight information, and flight plan processing, when applicable
- For the dissemination of Aeronautical Information of concern to pilots, aircraft operators and other Air Traffic control authorities on an international basis.
- Perform any of the related duties as required by the job function.

### **The incumbent must possess the following:**

- Possess as a minimum of at least five (5) C.S.E.C. or G.C.E. O'Level subjects, grades I, II or III, which must include English Language, and Mathematics and (Preference will be given to those applicants who have pursued C.A.P.E or G.C.E. A'Levels in the Science/Mathematics disciplines).
- Possess good interpersonal and communication skills with clear and demonstrable ability to use the English Language.
- The individual must be honest, reliable and must have strong interpersonal skills
- Be computer literate with proficiency in Microsoft Office Suite.

**All completed application forms must be submitted to:**

The Human Resource Manager  
Anguilla Air and Sea Ports Authority  
Fairplay Commercial Complex  
P.O. Box 1382  
The Valley, Anguilla

**The closing date for all applications is 15<sup>th</sup> December 2023 at 4:00pm**