



**BVI AIRPORTS AUTHORITY
BEEF ISLAND
BRITISH VIRGIN ISLANDS**

VACANCY NOTICE NO. 5 OF 2019

The BVI Airports Authority invites applications from suitably qualified individuals for the position of **DIRECTOR OF OPERATIONS**.

The successful candidate must possess:-

- Master's Degree in Business Administration, Public Administration or related field
- Minimum of five (5) years work experience in the Airport environment.

The successful applicant must also possess the following skills:-

- Physically and mentally fit to perform job tasks.
- Excellent leadership skills.
- Excellent oral and written communication skills.
- Good human relations and instructional skills.
- Sound skills in commanding and managing the day-to-day operations.
- Thorough knowledge of Aerodrome Regulations.
- Thorough knowledge of Health and Safety Legislations.
- Thorough knowledge of Aerodromes Policies & Procedures and compliance standards.
- Sound observational skills in detecting potential breach of security.
- Sound knowledge of the general topography of the Airport's geographical area, including the airport buildings, perimeter fence and runway/apron areas.
- Ability to make spontaneous decisions.
- Excellent planning and organizational skills.
- Sound knowledge of the NASP and Security Emergency Plans.
- Ability to manage multiple assignments and meet project deadlines under pressure.
- Ability to resolve service-related problems.
- Sound customer service skills.
- Proficiency in MS Office Suite applications.
- Ability to handle sensitive information with detail and discretion
- Ability to perform with a sense of urgency; set aggressive goals and create accountabilities to ensure departments are productive.

Salary which is in grade 13 will be determined commensurate with qualification and experience.
Benefits to include entertainment and travelling allowances.

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

The Managing Director
BVI Airports Authority
P. O. Box 4416
Road Town, Tortola
British Virgin Islands, VG1120
Or
Email: bviaa@bviaa.com

Deadline for submission: **December 20, 2019**