



JOB DESCRIPTION
AIR TRAFFIC CONTROL ASSISTANT
AIR TRAFFIC SERVICES DEPARTMENT

Position: Air Traffic Control Assistant
Department: Air Traffic Services
Salary: GR3/8 \$15,700.00 pa
Term: Permanent

Description

The Air Traffic Control Assistant (ATCA) is responsible to the DATCO in the performance of their assigned duties in the Control Tower.

Duties and Responsibilities

1. Answer internal calls and forwarded external calls regarding flight movements.
2. Prepare flight progress strips from flight plan schedules, notified non-schedules or as directed by the DATCO. All flight progress strips on notified flights shall be prepared on the day preceding the flight,
3. Prepare pre-flight information bulletins (PFIB) based on flight schedules,
4. Assist the Document Control Officer (DCO) in amending Control Tower documentations
5. Transmit via AFTN aircraft movement messages as directed by the DATCO.
6. Assist in maintaining the cleanliness of the Control Tower at all times,
7. Performed overtime work if approved by the MATS and GM.
8. Other duties as discussed and agreed with the PATS-Ops & MATS

Selection Criteria:

- Completed Year 12 (previously Year 13)
- Have passed Year 12 English and Mathematics
- Good Communication Skills in English and Samoan verbal and written
- A team player able to work 24/7 hours shifts and overtime
- Strong attention to detail, alertness and responsibility
- Completed a tertiary qualification from a recognized institution, minimum NUS Foundation level or equivalent
- Advanced computer literacy skills with ability to navigate different databases and Microsoft packages
- Familiarity with technical equipment i.e. radio and computer equipment
- Meet compulsory ATC medical and clean police record