EASTERN CARIBBEAN CIVIL AVIATION AUTHORITY (ECCAA)

Serves as the regulatory authority for safety and security oversight of civil aviation activities and the **Communications, Navigation, and Surveillance (CNS)** service provider in Antigua and Barbuda, the Commonwealth of Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, and Saint Vincent and the Grenadines. Additionally, the ECCAA is the CNS service provider for **Anguilla, Montserrat, and Tortola.**

INVITATION FOR APPLICATIONS

The ECCAA is inviting applications from suitably qualified professionals to fill the position of:

HUMAN RESOURCES AND DEVELOPMENT MANAGER

Headquarters – Antigua and Barbuda

ABOUT THE ROLE

We are seeking a strategic **Human Resources and Development Manager** to provide strategic and operational leadership of the Authority's Human Resource function, with particular and continuous emphasis on ensuring that the recruitment, qualification, training and development of the Authority's inspectors and technical personnel, are always parallel with the ECCAA Training Manual and ICAO regulatory requirements. This role will be directly responsible for the full range of HR governance, performance management, recruitment, succession planning, employee relations, compensation compliance, leave management and employee lifecycle administration.

QUALIFICATIONS

- Bachelor's Degree in Human Resource Management, Industrial/Organizational Psychology, Business Administration, Public Administration, or a related field.
- Master's Degree in Human Resource Management, Organizational Psychology, Public Administration, Aviation Management, or Regulatory Management will be a strong asset.
- Current professional HR certification or membership in a recognized professional HR body (e.g., SHRM, CIPD, or equivalent).

EXPERIENCE

- At least 5–7 years of progressive human resource management experience, including a minimum of 2–3 years in a senior or managerial HR capacity with full accountability for an HR function.
- Experience in at least one of the following environments: a civil aviation authority or aviation-related regulatory/technical organization; another heavily regulated technical or safety-critical industry (e.g., maritime, energy, telecommunications regulation); or a regional or sub-regional public institution or statutory body.
- Demonstrated experience managing or administering a structured training and compliance programme, including maintaining training records, tracking certifications, and evidencing training completion to an external standard or auditor.
- Experience in managing recruitment for specialized, technical, or professional roles, not solely general administrative or clerical staffing.

CERTIFICATIONS & PROFESSIONAL MEMBERSHIP

- Current professional HR certification or membership in a recognized Human Resources Association (e.g., SHRM-CP/SCP, CIPD, or an equivalent regional professional body) (Required).
- Willingness to complete ICAO Safety Oversight System / Critical Elements familiarization training (e.g., drawing on ICAO Docs 8335, 9379, 9734, 9760) within the probationary period (Required).
- Mediation or workplace dispute-resolution training or certification (Preferred).
- Train-the-Trainer certification (Preferred).

CORE COMPETENCIES & SKILLS

- Strategic HR leadership and business partnering with senior executives and technical division heads.
- Regulatory- and compliance-driven programme management, including the ability to design, implement, and sustain a training-to-requirements matrix and a training-records system that will withstand external audit srcutiny.
- Data-driven decision-making and reporting, including the ability to compile clear, evidence-based reports and audit packages under firm deadlines.
- Effective written communication, including the ability to prepare reports, proposals, policies, and procedures.
- Effective verbal and listening communication skills.
- Strong negotiation skills, with the abillty to interact diplomatically yet persuasively.
- Effective research and programme development skills.
- Stakeholder management across technical, legal, executive, and external regulatory audiences.
- Complex employee and industrial relations case management, including the ability to guide managers through PIPs and progressive discipline processes fairly and consistently.
- Sound problem-solving and decision-making in a detail-oriented, tight-deadline environment.
- Effective time management, coordinating, and supervisory skills.
- Computer literacy, including proficiency with the Microsoft Office Suite.

For more information on the job requirements and specification, please visit:
www.eccaa.aero or **www.oecs.int.**

HOW TO APPLY

Email your application to: **contact@eccaa.aero.**
The Application Deadline is **December 4, 2026.**

Please note: Only shortlisted candidates will be contacted.