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**INTERNATIONAL AIRPORT DEVELOPMENT COMPANY LIMITED (IADC)**  
**Employment Opportunity**

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**The International Airport Development Company Limited (IADC) is seeking to recruit a suitably qualified person to fill the following position of IT Officer.**

**Job Description**

- To lead and oversee the development of IADC's information and technology strategy;
- To design and implement all Information Technology (IT) management processes, including IT strategic planning and budgeting, IT operations management, user training and support, and data and voice telecommunications management;
- To identify technology solutions that enable the various departments to full fill their strategic goals and design and implement standard operating procedures for all IT processes adopted;
- To investigate, propose and implement IT solutions for effective capture, storage, retrieval and strategic use of financial data generated daily by IADC and assist with the training of appropriate staff in the effective use of those processes;
- To manage and develop the connectivity of voice and data between all offices and installations of the IADC in the most technically efficient manner;
- To study and advise on the development of general IT systems for all areas of the international airport to ensure that all desirable IT facilities are planned and implemented in the new facility in accordance with aviation standards and requirements and to meet the present and future needs of passengers and workers of the airport ;
- To propose, develop and assist with, or execute, training programmes to maintain the currency of knowledge by staff of IT processes used by the various departments;
- To supervise, nurture, train and evaluate staff within the IT Unit;
- To manage all special projects and efforts in regard to IT of the IADC
- To perform any other duties as may be assigned, from time to time, by the Chief Executive Officer of the IADC.

**Minimum Requirements**

- At least a Bachelor's degree in Information Technology, computer science or a closely related field;
- At least 3 years relevant work experience in a public or private sector concern;
- Ability to nurture, supervise and develop subordinate staff;
- Good oral communication and interpersonal skills;
- Ability to work, with little supervision, to deadlines.

**Reporting**

The successful candidate will report to the Chief Executive Officer.

**Compensation**

Compensation will be commensurate with qualifications and experience.

Interested persons are asked to send a letter of application and CV addressed to:

Chief Executive Officer  
International Airport Development Company  
P.O. Box 2817  
Argyle  
St. Vincent

Or email: [iadc@vincysurf.com](mailto:iadc@vincysurf.com)

| Deadline for the receipt of application is 17<sup>th</sup> September, 2011.