



Civil Aviation Authority of Fiji

CHIEF EXECUTIVE

Civil Aviation Authority of Fiji (“CAAF”) is a statutory authority established under the Civil Aviation Authority of Fiji Act 1979 (“the Act”). CAAF’s prime objective is to ensure that the highest safety standards are met, and services are provided in an efficient manner, meeting both the regulatory requirements and the need of its customers.

CAAF is seeking to recruit an experienced, visionary and dynamic individual for the position of Chief Executive (“CE”) to be in the CAAF head office in Nadi, Fiji.

POSITION PURPOSE

The primary purpose of this position is to lead and steer CAAF to achieve its strategic objectives as set out under the Act and by the Board and to fulfil its vision “to be a model aviation regulator” and ensure that CAAF’s functions are fulfilled under the relevant laws and regulations.

KEY RESPONSIBILITIES

1. Work with the Government to establish the National Civil Aviation Management Plan and policies and align the same with and to support the International Civil Aviation Organisation (“ICAO”) regional and global aviation safety, security, efficiency and environment initiatives and goals.
2. Ensuring the national aviation legislation/regulations/standards are constantly reviewed, modernised, harmonised and consolidated to comply with international standards and best practices.
3. Leading the ongoing review and development of CAAF’s strategic and corporate business plans to ensure that they remain relevant and responsive to national stakeholders needs without compromising Fiji’s international obligations.
4. Regularly reviewing and implementing CAAF’s functions, structure, staffing, decision support systems, processes and operations.
5. Providing leadership to ensure sound corporate governance and accountability, and enhanced productivity and effective service delivery are achieved.
6. Progress Fiji towards the new ICAO Universal Safety Oversight Audit Programme (“USOAP”)/Universal Security Audit Program (“USAP”), Continuous Monitoring Approach requirements and update Fiji’s implementations of the Standards and Recommended Practices (“SARPs”) to maintain a favourable rating of Fiji on ICAO USOAP/USAP Online Framework.
7. Developing and implementing safety education and awareness policies and strategies to promote behavioural changes that support the development and maturity of safety culture across the aviation industry.
8. Ensuring effective implementation of Safety Management System across the civil aviation industry and, the State’s Safety Programme and balanced integration between CAAF’s compliance and performance-based safety oversight systems is achieved.
9. Achieving compliance with ICAO programmes, frameworks and requirements and maintaining favourable ratings.
10. Sustaining the effectiveness of Fiji’s civil aviation safety and security systems.
11. Developing and constantly monitoring the national civil aviation system performance metrics.

PERSON SPECIFICATION

In addition to a tertiary qualification in aviation or air transportation or civil aviation management from a recognised institution, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Proven experience in managing a civil aviation organisation or similar systems.
2. Qualification in aviation technical disciplines will be an added advantage.
3. Knowledge and experience of ICAO Annexes and SARPs.
4. Ability to prioritise, delegate, and oversee a multitude of departments.
5. Strong oral and written communication skills; comfortable with public speaking.

SKILLS AND ABILITIES

1. A visionary strategic thinker, but also able to see and manage the details.
2. Proven leadership abilities.
3. Exceptional stakeholder engagement and relationship building skills.
4. Identify risks within CAAF and find solutions.
5. Represent CAAF in public and attend Board meetings.
6. Uphold company business laws and ethics.
7. Manage CAAF's resources.

An attractive remuneration package and benefits which will commensurate with qualification and experience will be negotiated with the successful candidate. The initial term of the contract will be for three years from the date of appointment.

Application Process

To apply and be eligible for consideration applicants must submit the following documents:

1. A signed cover letter addressing the knowledge, skills, experience and abilities required for the position and how you meet the above criteria;
2. Certified true copies of documents in support of the application; and
3. A current resume with contact details for three referees.

Applications marked "Private & Confidential" must be submitted by 11.59pm on 25 June 2021. quoting "Chief Executive – CAAF". Late or incomplete applications will not be accepted.

Applicants are required to submit their application by email to recruit.ceo.caaf@gmail.com.

Telephone enquiries may be directed to Ms Torika Colati on (+679) 222 4222 or via email on torika.colati@caaf.org.fj.