



ISO 9001:2015 CERTIFIED

VACANCY NO: 16/2021
LEGAL & ENFORCEMENT MANAGER

The Civil Aviation Authority of Fiji requires an experienced Legal & Enforcement Manager to form part of the CAAF team.

Duties & Responsibilities: The Legal Enforcement Manager (LEM) provides guidance and assistance on legal and external relations matters.

With regard to legal matters, the LEM is responsible for the provision of legal guidance on the development and review of aviation legislation and standards, and any issue of law and air law; providing legal advice and interpretation on legal matters including the development, drafting and review of aviation correspondence, policies, documents, agreements, contracts and laws; assist with CAAF enforcement functions including the prosecution of cases, assistance during legal proceedings and provision of legal representation as required; conduct legal awareness, enforcement training and aviation regulatory training for CAAF staff and industry; consultation and negotiation with industry, government agencies and other stakeholders and manage the consultation and promulgation process, of new or amendments to existing laws, with industry and government respectively.

With regard to external relations matters, the LEM is responsible for maintaining close and harmonious working relations with aviation stakeholders; serving as focal point for consultation matters; carrying out liaison and protocol functions; and monitoring and providing policy guidance and advice on any legal events which might affect CAAF.

The incumbent reports to the Manager Corporate Services (MCS), with whom s/he consults on overall policy and strategic vision. The MCS will provide supervision including guidance on procedural matters, delegation and distribution of tasks, and decisions on priorities.

Minimum Qualification Requirements:

A Bachelor of Laws (Degree) with a minimum of 5 years' industry experience, particularly with drafting and court experience. Incumbent must have sound analytical and legal drafting skills, be able work collaboratively with colleagues to achieve organizational goals, excellent communication skills; both written and verbal, A degree in aviation law or similar credential and knowledge on ICAO Annexes would be an advantage.

Remuneration:

Salary and other terms and conditions will be on an individual contract basis and will be discussed with the prospective candidate.

The Authority reserves the right not to make an appointment if it is deemed that the applicants do not meet the MQR.

Applications for the above position with a detailed CV detailing how the MQR has been met and stating a minimum of two professional referees should be addressed to:

The Chief Executive
Civil Aviation Authority of Fiji
Private Mail Bag (NAP 0354)
Nadi Airport

Or emailed to HRO@caaf.org.fj

Closing dates for applications is 28th June 2021