



ISO 9001:2015 CERTIFIED

VACANCY NO.20/2021
LICENSING OFFICER

The Civil Aviation Authority of Fiji is seeking to recruit an experienced and dynamic individual for the position of Licensing Officer. The successful applicant will report to the Senior Personnel Licensing Inspector and will be responsible for the issuance of aviation personnel licenses.

Duties & Responsibilities:

- Ensure personnel licenses are processed in accordance with CAAF licensing requirements;
- Maintain up to date, the database on licensed personnel;
- Maintain up to date, the Examination Manuals and Personnel Licensing Handbook;
- Ensure personnel licensing files are kept up to date;
- Maintenance of electronic and hard copy documents and records;
- Coordinate and issue examination timetables;
- Invigilate license examinations, and
- Respond to queries on licensing matters.

Minimum Qualification Requirements:

- A recognized Degree or Diploma in Management, Administration, Information Systems or a related discipline with a minimum two (2) years work experience for a Degree holder or four (4) years for a Diploma holder, in an administrative or similar position;
OR
- Technical qualifications in an aviation field related to one of the areas of personnel licensing with a minimum of two (2) years aviation industry experience;
- Advanced proficiency in the use of Microsoft Office software; specifically, MS Access and MS Excel and good knowledge of office management systems and procedures;
- Excellent communication skills (written and verbal), problem-solving and time management with the ability to work effectively as part of a team with minimum supervision;
- Strong organizational and planning skills with the ability to multi-task, undertake work in a diligent, conscientious and meticulous manner;
- Experience in an aviation regulatory organisation will be an advantage.

Remuneration:

Salary and other terms and conditions which will be on an individual contract basis will be discussed with the prospective candidates during the interview.

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 date for applications is 31st August 2021