



ISO 9001:2015 CERTIFIED

The Civil Aviation Authority of Fiji (CAAF) is the national aviation regulatory authority. CAAF is responsible for the oversight of aviation safety and security on behalf of the Government of Fiji as part of the States' responsibility to the Convention on International Civil Aviation.

## VACANCY NO 20/2023 AERODROME INSPECTOR

*A rewarding opportunity exists for a qualified and experienced individual to join the Civil Aviation Authority of Fiji (CAAF) as the Aerodrome Inspector.*

The role is responsible for the safety oversight of aerodrome operations, including Ground Handling Service Providers (GHSP), helicopter landing sites (heliport and helipads) in compliance with relevant ICAO Standards and Recommended Practices (SARPs) and Fiji Legislation and Standards. The role is also responsible for the implementation of the critical elements of the State' Safety Oversight System and relevant safety practices and procedures to ensure a high level of industry safety.

This role reports to the Senior Aerodrome Inspector and will be responsible for fulfilling the following critical outcomes:

- Effective delivery of Aerodrome safety oversight functions ensured
- Robust audit, risk management and compliance services ensured
- Well informed Management and Stakeholders
- Effective contribution and support to the Ground Safety Department
- Teamwork and cooperation
- Organisation's image and value standards demonstrated and promoted

The person we seek **must** have an Advanced Diploma in Civil Engineering and Airport Engineering **or** relevant technical qualification in electrical engineering. A degree in Civil, Electrical, Electronic Airport Engineering will be an advantage. The applicant must possess the following:

- Minimum of 10 years' experience in a civil aviation sub-discipline, preferably in airport planning/design, construction or maintenance or at least 10 years' experience in aerodrome operation, flight operation or air traffic control (provided adequate training in the essential elements of aerodrome engineering has been undertaken) including 5 years' experience as an Aerodrome inspector and 3 years in supervisory/managerial role.
- Sound knowledge and understanding of established principles, practices and procedures relevant to aerodrome safety requirements including ICAO Annex 14, Annex 13 and Annex 19 SARPs and associated guidance material relating to the regulation of aerodromes.
- Sound knowledge and training in Safety Management Systems. Experience in development/implementation of SMS including preparation of SMS manuals for airport operators.
- Good understating of audit procedures and policies as well as internal controls.
- Must be computer literate and able to use Microsoft Office programmes as a minimum.
- Sound working knowledge of Fiji aviation regulatory requirements and standards.
- Aviation Safety Management System Training; Expert knowledge and training in Safety Management Systems, including experience in the conduct of risk assessments and compilation of safety cases. Experience in the development/implementation of SMS including preparation of SMS manuals will be considered an added advantage.
- Sound understanding of the requirements to support a regulatory framework for safety oversight.
- Sound working knowledge of Fiji aviation regulatory requirements and standards.
- Knowledge of aircraft operational characteristics, landing and take-off criteria and procedures.

**How to Apply:** Application must be submitted to [recruitment@caaf.org.fj](mailto:recruitment@caaf.org.fj) with your cover letter addressing the critical outcomes of the role and CV which must include details of at least 2 recent professional referees. Further details about the role description, outcomes and minimum work/knowledge requirements can be accessed by visiting [www.caaf.org.fj](http://www.caaf.org.fj)

For more information, contact: Roselin Dass [roselin.dass@caaf.org.fj](mailto:roselin.dass@caaf.org.fj) | (+679) 8923155

**Closing Date: 27<sup>th</sup> September 2023**

All applications will be treated in the strictest confidence.