



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 21/2023

### EXECUTIVE MANAGER GROUND SAFETY

*A rewarding opportunity exists for a qualified and experienced individual to join the Civil Aviation Authority of Fiji (CAAF) as Executive Manager Ground Safety (EMGS).*

The role is responsible for the overall strategic leadership and management of the Ground Safety (GS) Department to ensure effective aviation safety oversight of air navigation service providers and aerodrome operators in Fiji. The role also provides technical advice on policy and other relevant matters in relation to aviation safety and continuous improvement.

The role reports to the Chief Executive and will be responsible for fulfilling the following critical outcomes:

- Support and deliver on the CAAF strategic objectives and corporate plan.
- Effective Oversight and Leadership of the Ground Safety Department
- Ensure a fully compliant Ground Safety Department and robust aviation safety oversight functions
- Effective Human Capital Management

The person we seek **must** have a Degree in Aviation; a relevant technical qualification in an aviation field specific to the area of oversight may be accepted in lieu of the first – level university degree. Master's Degree in Management, Aviation or a similar field would be an advantage. The applicant must possess the following:

- Minimum 5 years operational experience as an aerodrome/air navigation services inspector in a Civil Aviation Authority;
- Minimum 10 years industry experience; of which at least 5 years spent in a leadership/managerial role;
- Proven experience in meeting the organisation's strategic goals;
- Ability to effectively communicate both written and verbal, possessing the relevant interpersonal skills to interact with internal and external customers;
- Ability to provide technical advice and guidance to stakeholders including Management and Executives;
- Aviation regulatory and auditing knowledge. Must be able to understand, develop and implement policies in compliance with statutory and regulatory requirements;
- In-depth knowledge of ICAO Conventions and Protocols and ICAO Annexes, Documents and Manuals, as well as national aviation legislation, regulations and standards, and
- Experience in managing and leading a diverse team with the knowledge and ability to ensure constant staff development and growth.

**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: 20<sup>th</sup> October 2023**

All applications will be treated in the strictest confidence.