



The Civil Aviation Authority of Fiji (CAAF) is an independent statutory body established pursuant to the Civil Aviation Authority of Fiji Act 1979, responsible for safety and security oversight of aviation activities within Fiji.

VACANCY NO 24/2023

EXTERNAL ENGAGEMENT & COMMUNICATION OFFICER

Are you a dynamic and passionate communicator with a flair for building strong internal and external relationships? Do you thrive in a fast-paced, diverse, and collaborative environment? If so, we have the perfect opportunity for you! Join Our Team as an External Engagement & Communication Officer!

The Authority is committed to enhancing safety, efficiency, and sustainability in aviation, and we need your expertise to help us soar to new heights.

As our External Engagement & Communication Officer, you will play a pivotal role in leading and managing CAAF's internal and external engagement and communications as well as elevating its profile and effective relationships with all stakeholders. The External Engagement & Communication Officer will be required to develop and implement an effective communication strategy to drive CAAF's objectives across all stakeholders.

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

- Developing and implementing communication strategies to engage/inform stakeholders and support CAAF objectives.
- Building and nurturing relationships with key aviation partners, clients, and stakeholders.
- Managing our online and offline presence; social media, websites, and other aviation platforms.
- Creating compelling aviation-focused content; Aviation Safety Bulletin, aviation press releases, articles, reports.
- Monitoring and analyzing communication metrics tailored to the aviation industry to assess the effectiveness of our aviation communication strategies.
- Effective public relations management.
- Support across CAAF for effective communications and management of information

🎯 To excel in this role, you should have a bachelor's degree in communication, marketing, public relations or a related field with at least five (5) years of relevant work experience in a similar role.

- Exceptional written and verbal communication skills. Experience in writing and editing for publication and an understanding of aviation terminology would be an advantage.
- Ability to design and execute successful communications strategies and public relations campaigns with proficiency in using various communication tools and platforms.
- Proven experience in external engagement, PR, or related roles; comfortable and skilled in both broadcast and print media interviews.
- Competent in Microsoft Suite of applications. Experience using database and desktop Publisher would be an advantage.
- Creativity and a keen eye for detail.
- The ability to work independently and as part of an aviation-focused team.
- Strong relationships with line ministries, private and public sector partners and business media outlets would be an advantage.

At CAAF we believe in fostering a supportive and inclusive work environment. We offer opportunities for professional development and the chance to contribute to meaningful aviation projects that impact the aviation world. Join us in shaping the future of aviation and making a positive impact with your communication expertise. Your aviation journey starts here!

How to Apply: If this sounds like an opportunity for you, we invite you to apply by **30th November 2023**.

A resume (including details of at least 2 recent professional referees), a cover letter highlighting your relevant experience, and any related work samples are to be sent to recruitment@caaf.org.fj. Be sure to include "**External Engagement & Communication Officer Application**" in the subject line.

Details of the role; outcomes and minimum requirements can be accessed via www.caaf.org.fj under Employment Opportunities. Queries are to be directed to hco@caaf.org.fj

CAAF is an equal opportunity employer and we encourage candidates of all backgrounds to apply.

Don't miss out on this exciting opportunity to lead our external engagement and communication efforts! Apply today and be part of a dynamic and forward-thinking aviation team.

All applications will be treated in the strictest confidence.