



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 02/2024 ICT - COORDINATOR

Are you a dynamic and passionate technical expert 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 **ICT - Coordinator** !

This role will be based at CAAF HQ, Nadi.

The ICT Coordinator is pivotal in orchestrating the migration and optimization of cloud-based ICT systems, emphasizing security, efficiency, and disaster recovery. This role involves strategic collaboration in ICT planning, advocating for cloud technology investments, and crafting policies that mirror the organization's objectives. The coordinator is key in managing risks, ensuring compliance, and leading initiatives that foster innovation and teamwork within the ICT framework, all while closely aligning with the ICT Manager's strategic vision for digital transformation.

The role reports to ICT Manager and will be responsible for fulfilling the following critical outcomes:

- ICT Functions Delivered Efficiently
- ICT Support and Administration provided
- Effective Risk and Compliance Management
- Well-informed Management and Staff
- Teamwork and cooperation
- Organisation's image and value standards demonstrated and promoted

🎯 To excel in this role, the applicant must possess the following:

- Bachelor's Degree in Information Technology/ Computing Graduate
- A Postgraduate Diploma in Information Technology / Computing will be an advantage.
- Minimum of five years in Systems/Network Administration, including at least two years of experience with Microsoft 365.
- Knowledge of IT principles and practices and communication networks including security, data management and hardware and software maintenance
- Proficient project management experience, particularly in the areas of ICT
- Knowledge and proven experience in cloud-based systems including but not limited to Azure
- Relevant Microsoft Certifications would be desirable.
- Experience in ICT policy development with a sound understanding of statutory and regulatory requirements
- Excellent customer service skills including the ability to effectively assist stakeholders and provide ICT support

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 technical expertise. Your aviation journey starts here!

How to Apply: If this sounds like the opportunity for you, we invite you to apply by **29th March 2024**

A resume (including details of at least 2 recent professional referees), a cover letter highlighting your relevant experience, and any related work samples is to be sent to recruitment@caaf.org.fj . Be sure to include " **ICT - Coordinator**" 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.

Apply today and be part of a dynamic and forward-thinking aviation team.

All applications will be treated in the strictest confidence.