



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 03/2024 ICT - DATABASE OFFICER

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 a **ICT - Database Officer** !

**This role will be based at CAAF HQ, Nadi.**

The ICT - Database Officer core responsibility includes managing, maintaining, and optimizing organizational database systems to ensure integrity and security. Additionally, this role involves the generation of detailed reports to support strategic decision-making and operational insights, directly reporting to the ICT Manager. This position is crucial for ensuring data accessibility and facilitating informed business strategies throughout the organization.

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

- Database Management and Optimization
- Application Management and Support
- Process Optimization and Efficiency
- Advanced Reporting and Data Analysis
- Teamwork and cooperation
- Organisation's image and value standards demonstrated and promoted

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

- A Bachelor's Degree in IT/Computing/Networking/Information Systems with a minimum of three (3) years of experience, including significant work in database management, application support, process optimization and PowerBI.
- Proven ability in implementing stringent security measures, including access controls and encryption, to safeguard data against unauthorized access.
- Skilled in utilizing advanced monitoring tools for comprehensive performance audits, ensuring databases and applications operate at peak efficiency.
- Demonstrated proficiency in disaster recovery planning and data storage optimization to maintain system performance and compliance with data management policies.
- Experienced in rolling out new applications and conducting targeted training sessions to boost user adoption and proficiency.
- Expert in generating custom reports and leveraging PowerBI for in-depth data analysis, enhancing strategic decision-making through insightful data visualization.

*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](mailto:recruitment@caaf.org.fj) . Be sure to include " **ICT - Database Officer**" in the subject line.

Details of the role; outcomes and minimum requirements can be accessed via [www.caaf.org.fj](http://www.caaf.org.fj) under Employment Opportunities. Queries are to be directed to [hco@caaf.org.fj](mailto: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.**