



## **RE-ADVERTISED**

### **EXPRESSION OF INTEREST FOR MANPOWER REVIEW FOR THE CIVIL AVIATION AUTHORITY OF FIJI**

The Civil Aviation Authority of Fiji (CAAF) is seeking expressions of interest from qualified consultancy firms to conduct a manpower review of our organization.

CAAF currently employs a staff of 76 and is responsible for ensuring the safety and security of civil aviation in Fiji. To effectively discharge these critical functions, we require an assessment of our current staffing levels.

#### **Scope of Work:**

The review should include, but not be limited to:

- An analysis of the CAAF's current organizational structure and staffing levels
- An assessment of the workload and skillsets required for each department/function
- A comparison of staffing levels with similar aviation authorities in the region
- Development of recommendations regarding optimal staffing levels for the efficient and effective operation of the CAAF

#### **Deliverables**

The successful tenderer will be expected to deliver the following:

- A detailed report outlining the findings of the review
- Recommendations on optimal staffing levels for each department/function
- An implementation plan for any proposed changes

#### **Tender Submission:**

Interested firms are invited to submit an Expression of Interest (EOI) by **5 pm on the 17<sup>th</sup> of May 2024** and include the following information:

- Company profile and relevant experience in conducting manpower review
- Business Registration/License, TIN, Compliance letter from FNPF and FRCS.
- Proposed methodology for conducting the review
- Qualifications and relevant expertise of the proposed review team
- Proposed timeline for completion of the review
- Cost proposal

Please submit via sealed envelope addressed to the **Human Capital Manager, Civil Aviation Authority of Fiji, Private Mail Bag (NAP0354), Nadi Airport**, or tenders in the designated box at the CAAF Office Namaka, Nadi. **Late and e-mailed tenders will not be accepted.**

#### **Contact Information:**

For inquiries, please contact [HCM@caaf.org.fj](mailto:HCM@caaf.org.fj)

We look forward to receiving your Expression of Interest.

*“The lowest or any tender will not necessarily be accepted”*