



ISO 9001 :2015 CERTIFIED

The Civil Aviation Authority of Fiji (CAAF) is the State's aviation regulatory authority responsible for the oversight of aviation safety and security in compliance with the Convention on International Civil Aviation.

RE-ADVERTISED VACANCY NO 06/2024 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!

This role will be based at CAAF HQ, Nadi.

CAAF 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 hold a bachelor's degree in either communications, marketing, public relations or a related field with at least five (5) years of relevant work experience in a similar role. An experienced communications specialist with a Diploma in any of the aforementioned areas and at least six (6) years of experience in a similar role will also be considered.

- 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 the opportunity for you, we invite you to apply by **17th May 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 "External Engagement & Communication Officer" 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.