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.

VACANCY NO 07/2024
ICT SYSTEMS ANALYST

Join our dynamic team as an ICT Systems Analyst and play a pivotal role in shaping the technological landscape of our organization. If you're passionate about optimizing systems, solving complex problems, and driving innovation, we want to hear from you. Take the next step in your career and become an integral part of our forward-thinking organization.

This role will be based at CAAF HQ, Nadi.

The **ICT Systems Analyst** is primarily responsible for managing CAAF's database systems, ensuring data integrity and security. Additionally, the role provides application management and support, including leading application deployment, providing staff training, and implementing process optimisations. Furthermore, the role is required to generate detailed reports to support strategic decision-making and operational insights across CAAF.

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

- Database Management Optimization
- Application Management and Support
- Process Optimisation and Efficiency
- Advanced Reporting and Data Analysis
- Well-informed Management and Staff
- Teamwork and cooperation
- CAAF's image and value standards demonstrated and promoted.

🎯 To excel in this role, you should hold a bachelor's degree in either Information Systems, Computer Science, Computer Networks and Security, Software Engineering or a related field.

- Minimum 3 years' relevant 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.
- Ability to train or assist personnel in the use of databases and different software, desirable
- 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 communication expertise. Your aviation journey starts here!

How to Apply: If this sounds like the opportunity for you, we invite you to apply by **24th May 2024**. A resume (including details of at least 2ecent 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 Systems Analyst" 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.