



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 08/2024 FLIGHT OPERATIONS INSPECTOR – DOMESTIC

Join our dynamic team as a Flight Operations Inspector - Domestic and play a crucial role in shaping the safety and efficiency of our domestic flight operations. If you're passionate about aviation safety partnering with stakeholders to make a difference, and driving innovation in the field, 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 Flight Operations Inspector - Domestic is responsible for implementing and maintaining standards for domestic and regional flight operations, safety management policies, and ensuring processes and procedures are effective. The role performs compliance audits and inspections, evaluates and improves risk management and operations controls, and maintains governance processes within the Flight Operations Section and Air Safety Department.

This role reports to the Senior Flight Operations Inspector - Domestic and will be responsible for fulfilling the following critical outcomes:

- Robust Flight Operations and Standards guaranteed
- Efficient and Reliable Audit Functions
- Effective Risk Management and Controls ensured
- Well-informed Management & Staff
- Fully Compliant Flight Operations
- Teamwork and cooperation
- CAAF's image and value standards demonstrated and promoted.

🎯 To excel in this role, you **must** have:

- An Airline Transport Pilot License (ATPL) or a Commercial Pilots License (CPL) with multi-engine command instrument rating and a pass in all ATPL subjects.
- A minimum of 5,000 flying hours as Pilot-in-Command (PIC) on multi-engine turboprop aircraft.
- Regulatory experience in a similar role of more than 2 years or Industry experience of more than 10 years.
- Experience in flight operations, ideally in a supervisory pilot role such as a check and training captain, or Flight Operations or Training Manager
- A thorough understanding of aviation regulations, safety procedures, and standards as set by the International Civil Aviation Organization (ICAO) and the Civil Aviation Authority of Fiji.

Additional Desirable Qualifications:

- Type Ratings for Fiji's domestic aircraft types is desired.
- Experience in safety management systems, human factors and accident/incident investigation is desirable
- Prior experience working within a civil aviation authority or aviation regulatory body is a plus
- Good understanding of audit procedures and ability to analyze and present audit findings to management and key stakeholders
- Excellent communication, analytical, problem-solving, and interpersonal skills are crucial for interacting with airlines, crews, and other stakeholders.

Remuneration & Benefits

An attractive remuneration package, including medical insurance and performance bonuses which commensurate with qualifications and experience will be offered to the successful candidate.

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 aviation expertise. Your aviation journey starts here!

How to Apply: If this sounds like the opportunity for you, we invite you to apply by **31st July 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 "Flight Operations Inspector - Domestic" 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.



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JOB DESCRIPTION

<u>POSITION</u>	:	Flight Operations Inspector – Domestic	
<u>INCUMBENT</u>	:	Vacant	
<u>LOCATION</u>	:	Head Office, Nadi Airport	DATE: 05/07/2024
<u>RESPONSIBLE TO</u>	:	Senior Flight Operations Inspector-Domestic (SFOI-D)	

(a) Prime Function/Purpose of Job

State briefly in one or two sentences, the principal function of the job and what it is expected to achieve.

The Flight Operations Inspector - Domestic is responsible for implementing and maintaining standards for domestic and regional flight operations, safety management policies, and ensuring processes and procedures are effective. The role performs compliance audits and inspections, evaluates and improves risk management and operations controls, and maintains governance processes within the Flight Operations Section and Air Safety Department.

This role reports to the Senior Flight Operations Inspector - Domestic.

(b) Principal Objectives and End Results expected of the job

List the tasks performed and results expected (list in order of importance).

1. Robust Flight Operations and Standards guaranteed

- The development, review and maintenance of regulations, standards and recommended practices related to flight operations, safety management policies, processes, procedures and requirements is ensured
- Flight Operations Section staff manuals are up to date and complete, with annual review ensured
- Compliance with ICAO standards and principles, Fiji Principal acts and regulations, ISO 9001:2015 standards and principles are ensured through training, monitoring and review of operational standards of assigned Operators in Fiji
 - If required, aligned with other state regulatory requirements
- All operations and training manuals and all other written instructions to operating staff are continuously reviewed to ensure adequacy and relevance to company's operations
 - All manuals/documents are correctly and promptly amended and labelled and up to date
 - Efficient storage for ease of retrieval ensured

- Appropriate report forms are completed and discrepancies followed-up with Operators and relevant organisations in a timely fashion
- Operators' general organisation maintained and overseen in a timely fashion:
 - Operators' procedure and training manuals/expositions including amendments are examined and reviewed
 - Report on assigned Operators compiled for monthly domestic activity reports
 - Applications for exemptions and permissions, and other relevant certifications, licenses and approvals are processed in a timely fashion
 - Delegated and authorised examiners are controlled and checked
 - Flight tests for issuance/renewal conducted and recommendations submitted
- Flight operations section effectively supported and assisted promptly and effectively:
 - Flight operations directives and other mandatory air safety instructions are reviewed and disseminated in a timely fashion
 - Work with Dangerous Goods (DG) and Cabin Safety (CS) Inspector on issues regarding DG and CS is ensured
 - Participation and attendance at staff training courses, staff meetings, consultations and contributions to aviation safety awareness and education programmes is ensured
 - Cooperation with and assistance provided to other departments within CAAF when requested
- Air safety database is complete and up to date
 - Air safety database is maintained regularly and necessary improvement recommended for effective decision-making purposes
- Operational appraisals of aircraft types conducted to ascertain suitability for introduction into Fiji
 - Reporting is timely, complete and of high professional standard

2. Efficient and Reliable Audit Functions

- CAAF's internal Air Safety audit plan is complete and up to date, through effective contributions to its formulation and execution
 - Quality and timely audit and inspection reports prepared in line with the approved audit plan and submitted
- Effective investigation of aircraft accident/incident including the compilation of reports ensured through professional assistance
- Routine and special inspections and audits are conducted according to CAAF Inspecting Staff manual; Reports entered into the AQD in a complete and timely fashion
 - Reports submitted to Senior Flight Operations Inspector - Domestic and Executive Manager Air Safety Air Safety on all checks including a letter to the Operator where necessary to address and record significant faults and deficiencies identified

- Mandatory occurrence Report [MOR] investigations conducted and reports entered into the AQD database in a complete and timely fashion
- Annual Air Operators Certificate (AOC) applications, renewal audits, etc. are conducted strictly in compliance with established policies and procedures
- Operator Ramp and Route audits conducted in a complete and timely fashion
- Audit findings and recommendations appropriately discussed with Senior Flight Operations Inspector
 - Recommendations successfully executed within the required time-frame
 - Effective monitoring ensured over the implementation of management actions recommended in the audit reports
 - Significant issues and recommendations reported to management and executives in a timely fashion
- Investigations into alleged breach of Air Navigation Regulations are conducted and coordinated with law enforcement agencies; Assistance provided to other international aviation regulatory authorities
- External auditor appropriately consulted and informed on internal control issues
- Ad-hoc or special audits (not in Audit Plan) appropriately planned and executed in a professional and timely fashion

3. Effective Risk Management and Controls ensured

- Risk assessments performed and recorded for operational situations
 - Key areas of risk within the section/department/organisation profiled/identified and reviewed and reported, on a regular basis
 - Timely and relevant advice provided with respect to appropriate controls to mitigate identified risks
- Risk management issues and internal controls deficiencies identified efficiently and appropriately reported to audit committee in a timely fashion for resolution:
 - Audit Committee fully supported with relevant recommendations for improving issues/deficiencies identified
- Operational effectiveness is maintained with Internal controls managed and maintained with regular oversight
 - Procedures, processes, forms, check lists, etc. are periodically reviewed and revised (and approved) as necessary
- Documented evidence and exhibits in respect to reported breaches of Operators or public are kept secure and under constant surveillance
- Short-term and long-term internal controls approaches are best practice and up to date
 - Research on internal controls approaches conducted with professional advice provided to CAAF

4. Well-informed Management and Staff

- All internal reporting requirements in regards to CAAF'S Air Safety audit function fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested.
 - Senior Flight Operations Inspector provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Any information requested by superiors addressed in a timely and complete manner
- Preparation and distribution of all Flight Operations and Air Safety directives for general compliance ensured
- Advice and recommendations provided to other areas of CAAF on technical matters in a professional and timely manner, relating to aviation techniques, flight operations and aeronautical engineering
- Technical support and assistance in preparation of reports, briefs and responses to external stakeholders is provided at senior management request
- Timely and relevant advice, expertise and support provided to all sections/departments with respect to risk management and compliance and other emerging issues
 - Divisions enabled to identify risk and successfully implement programs to manage unacceptable risk
- Internal Audit advice provided throughout all departments on internal controls, standards and practices
 - Awareness, advice and support programs and initiatives on the Internal Audit approach, standards and practices are developed and implemented for internal stakeholders

5. Fully Compliant Flight Operations

- Compliance with Air Safety and Flight Operations regulations and directives ensured
- Directives concerning the issuing/renewal of licensing, certifications, inspections, surveillance, etc. are issued in compliance with national air law and regulations
- All approvals are in accordance with internal policies and procedures
 - Evaluation documents and other supporting documents provided
- Regulatory oversight provided to assigned Domestic Operators
- Assistance provided to Domestic Operators with the implementation of safety management systems (SMS) that meet CAAFs requirements through the constant reviewing of SMS audit documents and maintenance of database
- Operators comply with Occupational Health and Safety Regulations and Environmental Protection Regulation during audits and inspections
- Aircraft registration applications are reviewed in compliance with national statutory requirements

- Recommendations for registration provided
- All relevant legislative and compliance issues are considered, assessed and promptly communicated to key internal stakeholders

6. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Collaborative work ensures set targets and goals are achieved

7. Organisation's image and value standards demonstrated and promoted

- Collaboration with other teams in the organisation benefits of the organisation

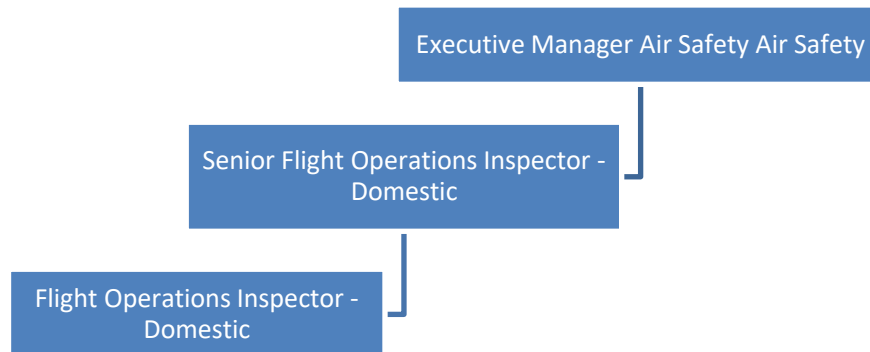
(c) Responsibilities - Critical Competencies

Competence	Description
Business	
Business Performance	Manage performance levels against set deliverables.
Risk Management	Manage performance levels against set deliverables.
Planning	Develop a detailed work plan to achieve specified objectives
Systems and Procedures	Carry out reviews to systems and procedures for efficiency improvements as well as teach to others.
Customer	
Customer Commitment	Seek, act upon, and follow through on customer feedback regarding products or services provided.
Quality Focus	Monitor/audit quality standards: provide guidance and direction to staff on quality standards.
People	
Facilitation	Ensure work delegated is completed in an effective and timely manner, accepts accountability.
Problem Solving	Address the wider implications, consequences or causal relationships in a non-routine problem
Professional	
Technical Strength	Identify and analyse the problem or issue and match it with an established technical solution.
Compliance	Provide advice on compliance that requires an interpretation of the laws and regulations.

Competence	Description
Operational	
Maintenance	Monitor equipment, plant or vehicles undertaking testing to predict or analyse efficiency or diagnose a malfunction.
Health and Safety	Observe and report potential hazards or security breaches in the workplace.

(d) Organisation Structure

Please show where your position fits in the organisation. If not appropriate, please leave blank.



(e) Knowledge, Experience, Skills & Attributes required

Specify the level and kind of knowledge, training, qualifications and experience required to competently perform the job. Also indicate any specialized skills or attributes required.

- An Airline Transport Pilot License (ATPL) **or** a Commercial Pilots License (CPL) with multi-engine command instrument rating and a pass in all ATPL subjects.
- A minimum of 5,000 flying hours as Pilot-in-Command (PIC) on multi-engine turboprop aircraft.
- Regulatory experience in a similar role of more than 2 years **or** Industry experience of more than 10 years.
- Experience in flight operations, ideally in a supervisory pilot role such as a Check and Training Captain, or Flight Operations or Training Manager.
- A thorough understanding of aviation regulations, safety procedures, and standards as set by the International Civil Aviation Organization (ICAO) and the Civil Aviation Authority of Fiji.

Additional Desirable Qualifications:

- Type Ratings for Fiji's domestic aircraft types is desired.
- Experience in safety management systems, human factors and accident/incident investigation is desirable
- Experience in developing flight operations standards and documentation, advantageous
- Prior experience working within a civil aviation authority or aviation regulatory body is a plus.
- Good understanding of audit procedures and ability to analyse and present audit findings to management and key stakeholders

- Excellent communication, analytical, problem-solving, and interpersonal skills are crucial for interacting with airlines, crews, and other stakeholders

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Realistic	Shows concern for facts and reality, rejecting the impractical

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.

Interactions

Internal

All staff
Air Safety Department
Senior Flight Operations Inspector
Flight Operations Section

External

Suppliers
Customers
Statutory Authorities
Relevant Stakeholders
Relevant Government Ministries

f) Span of Control

Indicate the level of responsibility for section, branch, division, organisation, group etc; functions controlled, and involvement in implementing, recommending or setting organisation policies.

- i) Responsible for the oversight of assigned AOC holders Domestic Flight Operations and the review of their Operations Manuals, associated policies, processes and procedures laid out in their Operations Manuals.
- ii) Assist in the review, development, promulgation of:
 - Standards Document – Air Operator Certification
 - Standards Document – Guidance Procedures for Check Captains and Examiners of Airmen
 - Standards Document – Safety Management Systems
 - Standards Document – Synthetic Flight Trainers and Flight Simulators
 - Standards Document – Avoidance of Fatigue in Flight Crew
 - Standards Document – Single Engine IFR Operations
 - AIC relating to Recording of Flight Times
 - AIC relating to Crew Resource Management Training
 - AIC relating to Operation of Foreign Registered Aircraft in Fiji
 - AIC relating to Loading of Aircraft
 - AIC relating to Mandatory Reporting of Accidents, Incidents and Occurrences
 - AIC relating to Public Transport and Aerial Work Operations
 - AIC relating to Low Flying
 - AIC relating to Use of Portable Telephones in Aircraft
 - AIC relating to Use of Portable Electronic Games, Calculators etc in Aircraft
 - AIC relating to Procedures for VIP Flights – Domestic Operations
 - AIC relating to Takeoff, Climb and Landing Performance of Light Aeroplanes
 - AIC relating to Intoxication, Drugs and Flying
 - AIC relating to Acceptance of Pilots for Airworthiness Flight Tests
 - AIC relating to Requirement for Ground Proximity Warning System, Airborne Collision Avoidance System and Pressure Altitude Reporting Transponder

- AIC relating to Operation of Microlight/Ultralight Sport Aircraft
- AIC relating to Parachute Operations
 - AIC relating to Use of GPS in Fiji
 - AIC relating to Planning and Conduct of VFR Flights
 - AIC relating to Transponders, EGPWS, Airspace Requirements, ELT's and the Implementation of Aircraft Surveillance
 - AIC relating to Fueling of Aircraft
- iii) Assist with the review of all associated Flight Operations standards, policy, process and procedure and their associated Standards Documents and Aeronautical Information Circulars

g) Authority Levels and Freedom of Action

Indicate the level of authority exercised.

- i) The Flight Operations Inspector is an authorised person in respect of:
- CAA Act 12A (2) (3), 12C, 12D (1), 17A (1)
 - Air Navigation Regulation 17 (2)(a), (7) (a) *Exits and break-in markings*
 - Air Navigation Regulation 18 (1) *Aircraft weight schedule*
 - Air Navigation Regulation 19 *Access and inspection for airworthiness purposes*
 - Air Navigation Regulation 21 (1), (2), (6), (7) *Equipment of aircraft*
 - Air Navigation Regulation 22 (3), (5) *Radio equipment of aircraft*
 - Air Navigation Regulation 30 (8) (13) *Aircraft crew and licensing*
 - Air Navigation Regulation 34 (3) *Air operator's certificate of competency*
 - Air Navigation Regulation 37 (7) *Aerodrome operating minima – Aircraft operated by an operator domiciled in Fiji*
 - Air Navigation Regulation 38 (1) *Aerodrome operating minima – Aircraft operated by an operator domiciled in a country other than Fiji*
 - Air Navigation Regulation 40 (3), (4) (b), (5) (a)(ii)(iii)(b), (6), (8)(c) *Computation of quantities*
 - Air Navigation Regulation 41 (9) *Loading*
 - Air Navigation Regulation 43 (3A), (8), (9) *Operations manual*
 - Air Navigation Regulation 44 (4) (5) *Training manual or the training section of the Operations Manual*
 - Air Navigation Regulation 45 *Crew training and tests*

- Air Navigation Regulation 47 (2) *Records relating to training, etc.*
 - Air Navigation Regulation 49 (1)(b), (4) *Responsibility to prevent fatigue of flight crew*
 - Air Navigation Regulation 53 (2)(a-i)(k-o)(bb), (3) *Licences and ratings*
 - Air Navigation Regulation 54 (1), (5), (9) *General privileges and conditions for issue or renewal of licenses*
 - Air Navigation Regulation 57 *Checks, tests and examinations*
 - Air Navigation Regulation 59 *Validation of foreign Licence*
 - Air Navigation Regulation 66 (1), (3), (5) *Training Permits*
 - Air Navigation Regulation 70 (1), (3) *Safety of aircraft operations*
 - Air Navigation Regulation 71 (2)(e), (3), 8), (9), (10) *Mandatory reporting of occurrences*
 - Air Navigation Regulation 76 (1) *Carriage of live animals in aircraft*
 - Air Navigation Regulation 78 (2), (4) *Operation of aerial devices including balloons, gliders, kites and parasails*
 - Air Navigation Regulation 79 (4) *Towing, picking up and raising of persons and articles*
 - Air Navigation Regulation 81 (2)(e), (f) *Dropping of articles and descent by parachute*
 - Air Navigation Regulation 96 (1) *Simulated instrument flights*
 - Air Navigation Regulation 126 (c) *Production of documents and records*
 - Air Navigation Regulation 131 *Right of access*
 - Air Navigation Regulation 145B (2), (3), (4), (6) *Certification of Aviation Training Institutions*
 - Air Navigation Regulation 148 *Inspection*
 - Air Navigation Regulation 149 *Power to prevent flying*
 - Air Navigation Regulation 151 (1), (2), (4), (5), (7) *Revocation, suspension or cancellation of aviation document*
 - CA (ORI) R: 9,36 (1)
- ii) Any person who fails to comply with any reasonable direction given by the Flight Operations Inspector under the provisions of the regulations listed shall, in accordance with the provisions of Air Navigation Regulations No. 156, be deemed to have contravened that provision.

(I) Additional Information Relevant to the Position

List any further details which you feel are significant and which have not been covered elsewhere in the form, i.e. Statutory constraints, special areas of contribution, special projects undertaken etc.

- i) A significant contribution is the task of identifying the existing shortcomings and deficiencies on the regulation of personnel licensing, domestic airline operators, associated support services

and proposing amendments and new legislations as part of the remedial undertaking.

- ii) Ensuring CAAF meets its ICAO obligation with regard to personnel licensing and assigned airline operations.
- iii) Resolution/arbitration of occasional disputes occurring in Industry.
- iv) The continual promotion and enhancement of a safety culture within the domestic airline operators and associated support services.

-----***Nil Further***-----