



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 10/2024

AVIATION SECURITY & FACILITATION INSPECTOR CADET

Join our dynamic team as an Aviation Security & Facilitation Inspector Cadet and play a crucial role in shaping the efficiency of our Aviation Security and Facilitation Department. If you're passionate about aviation facilitation 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 Aviation Security and Facilitation Inspector Cadet (ASFIC) is required to successfully complete all scheduled aviation security and facilitation Inspector - cadet training over a 3-year period to become a fully-fledged competent Aviation Security and Facilitation Inspector. The ASFIC shall provide assistance with the monitoring and maintenance of the National Civil Aviation Security Programme, National Civil Aviation Security Quality Control Programme and the National Civil Aviation Security Training Policy, including the regulatory oversight of its implementation and review. The role ensures that all audits, inspections, tests, surveys, investigations and operations are in compliance with national and ICAO requirements.

The role reports to the Executive Manager Aviation Security and Facilitation and will be responsible for fulfilling the following critical outcomes:

- Competent Aviation Security and Facilitation Inspector
- Effective Delivery of Aviation Security and Facilitation Functions
- Robust Audit, Risk and Compliance Services Ensured
- Facilitation and Oversight of Compliant Aviation Security Programmes
- Well-informed Management and Stakeholders
- Teamwork and cooperation
- Organisation's image and value standards demonstrated and promoted

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

- Diploma in IT or Engineering or Law or International Relations or Aviation or Security with 3 years practical experience in an equivalent body of knowledge specializing in any aspect of aviation security such as risk and threat assessments or physical security or contingency planning etc.
- A degree on the above will be an advantage.
- Proficient in the use of Microsoft Suite
- Proven good computer skills and be able to use new technology and basic office equipment
- Demonstrated good communication, interpersonal and analytical skills
- Ability to substantially benefit from hands on training, assignments/projects, courses, examinations
- Good understanding of critical elements of aviation security, aviation security principles, national legislations, ICAO Conventions and Protocols, ICAO Annex 9 and Annex 17 Standards and Recommended Practices would be an advantage

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 **07 August 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 "Aviation Security & Facilitation Inspector Cadet" 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.



JOB DESCRIPTION

<u>POSITION</u>	:	Aviation Security & Facilitation Inspector Cadet	
<u>INCUMBENT</u>	:	Vacant	
<u>LOCATION</u>	:	Head Office, Nadi Airport	DATE: 18/07/24
<u>RESPONSIBLE TO</u>	:	Executive Manager Aviation Security & Facilitation	

(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 Aviation Security and Facilitation Inspector Cadet (ASFIC) is required to successfully complete all scheduled aviation security and facilitation Inspector - cadet training over a 3-year period to become a fully-fledged competent Aviation Security and Facilitation Inspector. The ASFIC shall provide assistance with the monitoring and maintenance of the National Civil Aviation Security Programme, National Civil Aviation Security Quality Control Programme and the National Civil Aviation Security Training Policy, including the regulatory oversight of its implementation and review.

The role ensures that all audits, inspections, tests, surveys, investigations and operations are in compliance with national and ICAO requirements. The role reports to the Executive Manager Aviation Security and Facilitation.

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

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

Aviation Security and Facilitation Inspector

1. Competent Aviation Security and Facilitation Inspector

Successfully complete a scheduled aviation security and facilitation cadet training programme.

- Become a fully-fledged competent Aviation Security & Facilitation Inspector and conduct inspector work (audits, inspections, tests, surveys, investigations, evaluations, training, mentoring etc).
- Attain a Diploma in Aviation Security from Singapore Aviation Academy (SAA)
- Provide feedback for the review and improvement of the ASFIC scheme

Organisational Stakeholders

2. Effective Delivery of Aviation Security and Facilitation Functions

- Assistance provided to the Executive Manager Aviation Security and Facilitation (EMASF) with the review of the Aviation Security and Facilitation Department's (ASFD) annual work plan, budget, training plan, training needs analysis and job descriptions
- Assistance in getting feedback from aviation stakeholders on proposed changes to ICAO and National Standards

- Changes to ICAO standards and recommended practices in the Annexes to the Chicago Convention are implemented
- Assistance in the evaluation and review of security documents and its standard operating procedures (SOPs) including but limited to the following ensured:
 - Airline Security Programmes, Security Programmes, Regulated Agents Security Programmes, Aircraft Catering Security Programmes, Air Cargo Operator Security Programmes, Ground Handling Security Programmes, Passenger Services Security Programmes, Concessionaires Security Programme, Aviation Security Service Organisation Expositions and Aviation Training Institution Exposition
 - Recommendations to documents and SOPs submitted for approval
 - AVSEC Standards are reviewed in conjunction with EMASF
- Regulatory oversight provided for the implementation of the USAP CAP for Fiji
- Review of contingency plans for dealing with aviation security related emergencies is conducted as and when required
- Ensure contingency plans are tested regularly and fit for purpose
- International and Domestic aviation security systems are monitored to ensure and confirm that the security activities of airports, air traffic services providers, airlines, air cargo agents, tenants, security services providers and government agencies are coordinated and mutually supportive
- Inspections on Hold Baggage Screening and Air Cargo Validation at Fiji Airways last ports of call for the purpose of granting exemptions ensured
- Participation at National AVSEC, National FAL and their respective Sub-committees, Airport Security Committees and Airport FAL as and when required
- raising awareness on aviation security ensured
 - awareness at workshops and stakeholder management events
 - during audits
 - monitor and evaluate extent of awareness ensured
- Project Consultations attended when required
- Effective oversight and maintenance of the department's assets including but not limited to:
 - Vehicle, test kit, AM3, Camera, laptop, USB and furniture

3. Robust Audit, Risk and Compliance Services Ensured

- Key areas of risk within the Aviation Security and Facilitation Inspector Cadet (ASFIC) function are identified and reviewed
 - Timely and relevant advice and support provided with respect to appropriate controls to mitigate identified risks
- Internal controls are managed and maintained to ensure effectiveness
 - Procedures, processes, forms, check lists, etc. are periodically reviewed and revised when directed
- Security vetting procedure for the Authority is developed, implemented, and maintained in conjunction with relevant departments and/or sections

- Audits, Inspections, Tests, Surveillance, Validation and Oversight of aviation security and facilitation are conducted as per the ASF department work plan
- Audits are effectively supported and facilitated as and when required
 - Quality and timely reports are prepared in line with the approved audit plan and submitted
- AVSEC Audit responsibilities effectively carried out
 - Audit Checklist and operator documentation reviewed
 - Audit timetables are prepared, and industry notified of thirteen (13) weeks before the expiration of Certificate, Approval, License or AOC
 - Audit conducted five (5) weeks before the expiry of Certificate, Approval, License or AOC
 - Audit follow-up conducted one (1) week before expiry of Certificate, Approval, License or AOC
 - Report compiled for distribution upon satisfactory completion of Audit Follow-up
- Participation in audit team briefing and de-briefing on areas of responsibility ensured
- Intermediate findings efficiently compiled for closing meeting
- Finding response request evaluated, compiled, and disseminated; Industry advice provided
- Pending audit findings are appropriately closed in the AQD and on the file
- Reports of incidents and information on the operations under surveillance are collected and correlated including abandoned weapons, improvised explosive devices, bomb threats, access control breaches, manpower, equipment failures, contingency plans etc
- Participation in the Aviation Security risk assessment regime ensured
 - Secretariat support provided to this process
- Assistance provided to Inspectors and fellow cadets and trainees in accident/incident investigations ensured
- External auditor appropriately consulted on internal control issues
- Ad-hoc or special audits appropriately planned and executed as and when required
- Risk Context Statement reviewed with Police, approved and disseminated to the aviation industry

4. Facilitation and Oversight of Compliant Aviation Security Programmes

- Regulatory assistance and oversight provided for the implementation and adherence of approved training programmes by industry stakeholders
- Function specific aviation security training and Security Awareness for Industry is conducted
- Effective implementation and monitoring of aviation security programmes including but not limited to:
 - Fiji National Civil Aviation Security Programme (NCASP), National Civil Aviation Security Training Programme (NCSTP), National Civil Aviation Security Quality

Control Programme (NCASQCP) and National Air Transport Facilitation Programme (NATFP)

- All approved aviation security programmes and exposition documents are implemented
- Certification audits for Regulated Agents, Aviation Security Service Organisations and Ground Handling Service Providers are effectively conducted
- Submission for Certificate, Approval, License or AOC compiled and presented to Executive Manager Aviation Security and Facilitation (EMASF) three (3) days before expiry
- Approvals for Catering Service Providers and Air Cargo Operators Conducted
- Evaluations are conducted and approvals recommended for all AVSEC and Training Programmes submitted by stakeholders for implementation
- AVSEC Examination Question Data Bank is developed and maintained for the Screener Certification Programme, approval of Quality Control Officers and Aviation Security Instructors.
 - Advice provided to the IT Administrator on the development of the database
- Effective input and contribution provided in the development, implementation, and maintenance of Aviation Security Screener Certification regime for the State
 - Assistance provided with the development and maintenance of Screeners Certification Manual
 - Screeners license applications assessed to meet the requirements for issue/renewal and associate ratings
- AVSEC evaluation and tests for Aviation Security Screeners are conducted
- Practical examinations processes are developed and maintained for CBS and HBS Screeners, HHMD Operators and Search of Person and Bags
 - Theory and practical examination scores collated for submission to EMASF
 - All necessary AVSEC investigations/audits/inspections on regional and international destinations for Fiji Airways are conducted in compliance with NCASP
 - Reports are compiled and recommendations for exemptions, etc. provided to CASF

5. Well-informed Management and Stakeholders

- All internal reporting requirements in regard to CAAF'S Aviation Security and Facilitation (ASF) function fully understood and correctly executed
 - Regular briefs and timeliness of monthly activity reports on ASF to Executive Manager Aviation Security and Facilitation (EMASF) ensured as per the ASFD manual
 - EMASF and Executive provided with useful information, analysis and interpretation, for the purpose of decision making
 - Ad-hoc information requested is addressed in a timely manner
- Aviation security advice provided to the industry and other stakeholders for the development of Corrective Action Plan and its implementation

- Recommendations and advice on the lapses and drawbacks in aviation security measures provided to airport administrators, authorities responsible for airport security functions, postal services and other organisations operating at the airport
 - Data collected and compiled on most effective use of human resources, methods/procedures, security devices and systems
- Aviation security advice provided in the preparation and conduct of the USAP-CMA
- AVSEC intelligence disseminated internally and externally as per the Authority's network on a "need to know" basis
- Technical advice provided to EMASF in regards to aviation security and training programmes
- Advice and recommendations provided to other areas of CAAF on technical matters relating to aviation security programmes, licensing and certification, training and relevant support functions

6. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Collaborative work to achieve the set targets and goals

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

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

(c)Responsibilities - Critical Competencies

Competence	Description
Business	
Strategic Development	Analyse trends, obstacles and opportunities that could impact on the organisation's goals.
Business Performance	Be accountable for your personal performance.
Risk Management	Monitor and report on the risks for a work group or a project.
Planning	Delivers results by effectively using work plans.
Resource Management	Balance resources, competence, priorities and timescales to achieve set objectives.
Systems and Procedures	Explain/teach set procedures to others; propose efficiency Improvements
Information Analysis	Investigate topic by sourcing, analysing, investigating and interpreting data.
Documentation	Prepare documentation on a topic that is relevant, well-structured and logical.

Customer

Competence	Description
Customer Commitment	Recognise and address underlying customer needs, in addition to those expressed overtly.
Relationship Building	Maintain appropriate working relationships with a third party e.g., regular service call.
Quality Focus	Monitor outcomes: inspire and support others to achieve the quality standards.

People

Team Orientation	Contribute to the team improving team effectiveness through personal commitment
Facilitation	Evaluate the best course of action making appropriate decisions to ensure effective and timely outcomes.
Problem Solving	Identify the important issues and select an established procedure to address the problem
Innovation	Create initiatives that impact on job efficiency and objectives across different work units/organisation
Learning	Grow your competence through reflection and seeking learning opportunities
Self-Management	Motivate self to produce outcomes by organizing and prioritizing your work.
Professional	
Technical Strength	Select a solution to a defined problem or issue using established technical solutions.
Compliance	Investigate/audit/inspect/test and report on compliance issues.
Research	Apply given research techniques/tests to address a specific question issue/topic.
Technology Application	Leverage technology to achieve work objectives more efficiently

(d) Organisation Structure

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



(e) Knowledge, Experience, Skills and 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.

- Diploma in IT or Engineering or Law or International Relations or Aviation or Security with 3 years practical experience in an equivalent body of knowledge specializing in any aspect of aviation security such as risk and threat assessments or physical security or contingency planning etc.
- A degree on the above will be an advantage.
- Proficient in the use of Microsoft Suite
- Proven good computer skills and be able to use new technology and basic office equipment
- Demonstrated good communication, interpersonal and analytical skills
- Ability to substantially benefit from hands on training, assignments/projects, courses, examinations
- Good understanding of critical elements of aviation security, aviation security principles, national legislations, ICAO Conventions and Protocols, ICAO Annex 9 and Annex 17 Standards and Recommended Practices would be an advantage
- Demonstrated knowledge of auditing

Attributes

Competence	Description
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Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Punctuality	Completes a required task or fulfils an obligation before or at a previously designated time.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

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.
Well organized	Controls tasks in a well thought out and critical manner.

Interactions

Internal

All staff
Aviation Security and Facilitation Department
Executive Manager Aviation Security and Facilitation
All Departments

External

Suppliers
Statutory Authorities
Relevant Stakeholders
Regulators
Government Departments
Security agencies
Airports
Airlines
Ground handling service providers
Regulated agents
Air cargo operators
Aviation security service organisations
Catering service providers
Concessionaires
Training Providers
General public

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.

- 1) The Aviation Security and Facilitation Inspector Cadet Span Of Control mirrors that of an inspector and encompasses the following with respect to Certification, Approval, Licensing and AOC: -
 - 1) International Security Airports - 2;
 - 2) Government Domestic – 14;
 - 3) Private Domestic Airports – 9;
 - 4) International Airlines – 11;
 - 5) Domestic Airlines - 9;

- 6) Catering Agencies - 4;
- 7) International Air Cargo Operators – 1;
- 8) Regulated Agents –15;
- 9) Aviation Security Service Organisations – 3;
- 10) Ground Handling Service Providers –4;
- 11) Concessionaires – 2;
- 12) Aviation Training Institution – 2;
- 13) Fiji Airways International Destinations – 16.

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.

Have a valid driving licence, ability to work long hours, even on weekends or when there is a need, self-motivated and takes the initiative to get things done.

-----Nil Further-----