



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 11/2024 ADMINISTRATIVE ASSISTANT

Are you ready to elevate your career in a dynamic and forward-thinking organization? We are seeking a dedicated Administrative Assistant - Personnel Licensing to enhance the efficiency of our Personnel Licensing Office. If you have a passion for aviation, enjoy collaborating with stakeholders, and are driven by innovation, this is the perfect opportunity for you. Join our team and play a pivotal role in shaping the future of our field.

**This role will be based at CAAF HQ, Nadi and will be offered on a two-year contractual basis.**

The Administrative Assistant provides support and assistance to Personnel Licensing (PEL) Office in all administrative matters relating to operations of PEL. The administrative assistant will be required to maintain all departmental records, compilation and dissemination of departmental information and reports and assist the Personnel Licensing Officers with the effective processing of licenses and medical issues and renewals.

The role reports to the Manager Personnel Licensing (MPEL) and will be responsible for fulfilling the following critical outcomes:

- Licensing Support Functions Delivered
- Administrative Support and Assistance Provided
- Efficient and Effective Management of Records and files
- Timely, Relevant and Complaint Reporting
- Teamwork and Cooperation
- Organisation's image and value standards demonstrated and promoted

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

- A Diploma in Management/Planning/Policy, Public/Office Administration, Computing, HR or similar field with at least 2 years' experience in a similar or Regulatory role.
- A Degree in Management/Planning/Policy, Public/Office Administration, Computing, HR or similar field with at least 1 years' experience in a similar or Regulatory role.
- Detailed knowledge of international and national aviation licensing requirements, desirable
- Experience in a civil aviation authority PEL office would be advantageous
- Exceptional communication and presentation skills
- Possess good attention to detail, creativity, accuracy and tact
- Excellent administrative skills, ability to prioritise, manage workloads and meet deadlines
- Strong organisational and planning skills with the ability to multi-task, undertake work in a diligent, conscientious and meticulous manner

### 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](mailto:recruitment@caaf.org.fj). Be sure to include "Administrative Assistant - Personnel Licensing" in the subject line.

Details of the role; outcomes and minimum requirements can be accessed via [www.caaf.org.fj](http://www.caaf.org.fj) under Employment Opportunities. Queries are to be directed to [hco@caaf.org.fj](mailto: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.**