VACANCY NO.16/2019
ADMINISTRATIVE ASSISTANT

The Civil Aviation Authority of Fiji has a vacancy for the position of Administrative Assistant – within the Corporate Services Department;

Duties & Responsibilities: The Administrative Assistant will be responsible to the Corporate Service Department for;

- Assisting with administrative functions in Corporate Department.
- Maintenance of records, documentation and filing;
- Analyze information and create reports;
- Coordination of events and meetings;
- Performing other tasks and duties as assigned by the supervisor.

Minimum Qualification Requirements: A recognized Degree in Management and Public Administration or a degree in Management/Industrial Relations and Human Resource Management with at least 2 years' experience in an administrative position.

Must be proficient in Microsoft Office software and must have knowledge of office management systems and procedures.

Good analytical ability, flexibility of approach, possess integrity, self-motivated; ability to command respect/cope under pressure; be tactful and firm; must be able to pay attention to detail, meet deadlines, good verbal/written communication skills and ability to work as part of a team.

Remuneration: Salary and other terms and conditions which will be on an individual contract basis and will be discussed with the prospective candidates during the interview.

The Authority reserves the right not to make an appointment if it is deemed that the applicants do not meet the MQR.

Applications for the above positions with detailed CV should be addressed to:

The Chief Executive
Civil Aviation Authority of Fiji
Private Mail Bag (NAP 0354)
Nadi Airport

Or emailed to HRO@caaf.org.fj

Closing dates for applications is 3rd December 2019.