



Civil Aviation Authority of Fiji
Safe Skies, Secure Fiji

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 02/2025

QUALITY ASSURANCE OFFICER– DOCUMENT & INFORMATION GOVERNANCE

Keep Compliance on Track. Keep Records in Check.  

We're looking for a detail-driven Quality Assurance Officer – Document & Information Governance to strengthen our aviation safety framework.

 Apply now and be the backbone of CAAF's information integrity — where every document tells the story of safety and compliance.

This role will be based at CAAF HQ.

The Quality Assurance Officer (Document & Information Governance) ensures all documentation, records, and related systems are accurate, secure, and easily accessible, supporting regulatory compliance, Enterprise Risk Management, and Continuous Improvement. The role develops, implements, and manages information flows across physical and digital platforms, enabling effective audits, evaluations, and organisational initiatives.

The role reports to the Quality Assurance Manager (QAM) and will be responsible for fulfilling the following critical outcomes:

- Documents and Data Management
- Quality Assurance Support
- Digital Transformation
- Risk Management & Business Excellence
- Teamwork and Cooperation
- Organisation's image and value standards demonstrated and promoted

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

- Bachelor's degree in Information Technology, Computer Science, or a closely related field or a Diploma in Information Technology, Computer Science, or related discipline with at least 5 years of relevant experience may also be considered.
- At least 3 years of experience in a quality assurance, document control, or records management role within a regulated environment.
- Experience using document control systems or quality management software. Experience supporting internal and external audits.
- Ability to maintain accurate registers, logs, and version control for critical documents.
- Demonstrated experience supporting audits, evaluations, and organisational initiatives through effective quality, records, or project management practices.
- Strong IT and database skills, including proficiency in MS Office Suite and electronic document management systems
- Ability to interpret and apply standards, procedures, and policies consistently.
- Excellent attention to detail and commitment to accuracy.
- Strong analytical and problem-solving skills to identify non-conformities and recommend corrective actions.
- Effective communication skills, including clear written instructions, reports, and presentations to staff at all levels.
- Time management and organisational skills to handle multiple priorities and meet deadlines
- Capacity to train and support staff in document control procedures and quality management practices.

Desirable

- ISO 9001:2015-related training or other quality management systems (QMS) training.
- Formal auditor training or certification in management systems (e.g., ISO 9001 Internal Auditor or Lead Auditor) and practical experience in implementing or auditing QMS.
- Professional development or certification in records/document management, data governance, or project management, with experience managing information flows, documentation, and projects

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!

If this sounds like the opportunity for you, we invite you to apply **online** by **12th November 2025**.

Details of the role; outcomes and minimum requirements can be accessed via www.caaf.org.fj/careers. Queries are to be directed to recruitment@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.