



**Civil Aviation Authority of Fiji**  
Safe Skies, Secure Fiji

The Civil Aviation Authority of Fiji (CAA) 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 01/2026 AVIATION FACILITATION OFFICER

**Ready to elevate your career in Aviation Facilitation?** We're looking for a proactive and detail-driven Aviation Facilitation Officer to join our high-performing team. In this key role, you'll coordinate and monitor Aviation Facilitation programmes, including the National Air Transport Facilitation Programme (NATFP) and the Airport Facilitation Programme, ensuring compliance with international standards and strengthening stakeholder engagement.

 Apply now and help us streamline operations while keeping aviation safe, secure, and efficient for all.

### This role will be based at CAAF HQ.

The Aviation Facilitation Officer is responsible for the establishment, maintenance and oversight of the implementation of Annex 9 – Facilitation, the National Air Transport and Facilitation Programme and oversight of the Airport Facilitation Programme through liaison, audits, inspections and training ensuring compliance with international standards, and fostering stakeholder relationships. With a focus on continuous improvement, this role aims to uphold the highest standards of aviation facilitation through robust training, comprehensive risk assessments, and strategic legislative development.

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

- Effective delivery of ASFD planning and documentation
- Monitoring and Evaluation of ASFD functions ensured
- Facilitation and Oversight of ASFD's Facilitation Training
- Effective coordination and communication of the ASFD
- Effective stakeholder management and collaboration
- Organisation's image and value standards demonstrated and promoted
- Development of specific facilitation Standard Documents and legislation

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

- A Degree/Diploma in customs **or**
- A Degree Public Administration **or** Aviation Management
- A strong immigration background with 5-7 years of practical experience in immigration, with at least 3 of those years in a management role.
- Be the contact point between CAAF and the Ministry of Immigration on the implementation of immigration standards relating to Annex 9 – Facilitation
- Apart from CAAF, respect and acceptability to the Ministry of Immigration, Police, Airlines, and border agencies
- Good interpersonal skills with the ability to communicate effectively.
- Strong understanding of audit procedures, policies, and internal controls, including proven ability to analyze and present audit findings to management and stakeholders.
- Familiarity with Aviation Facilitation; experience in facilitation management, including human factors and accident/incident investigation.

#### Regulatory Knowledge:

- Knowledge of travel documents, in particular machine readable travel documents and ICAO Annex 9 standards;
- Ability to develop and align the National Air Transport Facilitation Programme with ICAO Annex 9 standards;
- Familiarity with ICAO AVSEC Conventions, Protocols, Annexes, and Manuals;
- Understanding of national laws, regulations
- Ability to coordinate and develop the National Aviation Plan or contribute to its development and best practices in facilitation.
- Familiarity and relationship management with stakeholders, in particular the Ministry of Health and Medical Services, Ministry of Foreign Affairs, Ministry of Immigration, , Fiji Revenue and Customs Service, Biosecurity Authority of Fiji, Fiji Airports Limited, Fiji Police and the Airlines.

#### Desirable

- Familiarity with advanced passenger information (API) and passenger name record (PNR) systems

#### 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** from 7<sup>th</sup> February 2026. This vacancy will close on 28<sup>th</sup> February 2026.

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

**CAA 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.**