



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 08/2026 **STANDARDS & COMPLIANCE OFFICER –GROUND SAFETY**

Ready to make an impact in aviation safety? Join CAAF as a Standards & Compliance Officer – Ground Safety.

Apply now and be part of a team that keeps Fiji's skies safe and moving forward.

This role will be based at CAAF HQ.

This role supports the effective implementation of Fiji's Safety Oversight System within the USOAP audit areas relating to Air Navigation Services (ANS), Aerodrome Ground Aids (AGA), and Personnel Licensing (PEL) for ANS. The position assists in ensuring compliance with ICAO Standards and Recommended Practices (SARPs) through research, monitoring, documentation, coordination of oversight activities, and supporting the development and maintenance of aviation standards, guidance material and safety oversight systems

The role reports to the Senior Officer Standards & Compliance- Ground Safety and will be responsible for fulfilling the following critical outcomes:

- Supports Delivery of Standards & Compliance Department functions
- Support USOAP audit activities and compliance
- Effective contribution and support to the Standards & Compliance Department
- Reporting & Information Management
- Stakeholder coordination and Safety Awareness
- Teamwork & Organizational support

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

Qualification

- A Diploma in Aviation, Civil/Airport Engineering, Computing, Management/Planning/Policy/ or similar field. A technical qualification in Air Navigation Services (aviation licence) and Aerodromes may be accepted in lieu of diploma.

Experience & Knowledge

- Minimum 5 years relevant aviation industry experience.
- Proven experience in meeting and exceeding the organisation's strategic goals.
- In-depth knowledge of ICAO Conventions/Protocols, ICAO Annexes/ Documents/ Manuals, and ICAO USOAP-CMA
- Experience researching matters, including the ability to interpret and understand complex regulations and legislation.
- Experience in performing assessments or audits.
- Proven ability to develop and implement new and improved procedures and processes, report writing, and preparation of complex documents.
- Experience in data management, including extracting and reporting on data.
- Experience coordinating/undertaking activities to meet key project delivery timeframes.
- An understanding of aviation language, across areas such as licensing, air navigation, and aerodromes.

Skills

- Demonstrated a high level of skills in the use of Microsoft Office Suite (i.e., Word, Outlook, Excel, and PowerPoint) and other relevant computer software (e.g., Nitro, Adobe Acrobat);
- Highly developed interpersonal and stakeholder management skills, including excellent (oral and written) communication skills, particularly eliciting information from subject matter experts.

Desirable

- A Degree in Aviation, Civil/Airport Engineering or a related field .A technical qualification (aviation licence) in Air Navigation Services may be accepted in lieu of a first-level university degree.
- Minimum 2 years in a Civil Aviation Authority in a technical or associated aviation safety role with specialized experience in any of the civil aviation authority's Air Navigation Services, Aerodrome , or Personnel Licensing technical area.
- Experience in implementing a quality management system and/or safety management system
- Experience working in an international environment.
- Experience in programme and/or project management

Remuneration & Benefits

CAAF offers a competitive remuneration package, including an attractive salary commensurate with qualifications and experience, medical insurance, performance-based incentives and opportunities for professional development within an internationally connected aviation regulatory environment.

Join a dedicated team committed to advancing aviation safety and strengthening Fiji's role in global aviation.

If this sounds like the opportunity for you, we invite you to apply online from 25th April 2026. This vacancy will close on 23rd May 2026.

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.