



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 10/2026 TECHNICAL ADMINISTRATION OFFICER – DOMESTIC

We are looking for a highly organized and detail-driven Technical Administration Officer – Domestic to support regulatory documentation and coordination within the Flight Operations – Domestic Section.

If you thrive on structure, precision, and making things happen behind the scenes — this role is for you.

 Apply now and help shape a safer, stronger aviation environment for Fiji and beyond.

This role will be based at CAAF HQ.

The Technical Administration Officer – Domestic provides administrative, technical, and regulatory support to the Flight Operations – Domestic Section and the Air Safety Department. The role ensures effective management of aviation records, documentation, operator coordination, and regulatory processes in accordance with aviation standards and guidelines. It is also the primary point of contact for Domestic Operators in Fiji.

The position reports to the Senior Flight Operations Inspector – Domestic and will be responsible for fulfilling the following critical outcomes:

- Air Safety & Flight Operations Functions carried out
- Administrative Support & Assistance provided
- Effective and Efficient Management of Records & Files
- Timely, relevant and compliant reporting
- Teamwork and organization's standards maintained

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

Qualification

- A Diploma in Management/Planning/Policy, Public Administration or similar with 2 years' experience in a similar role.
- Bachelor's Degree in Management/Planning/Policy, Public Administration or similar, Human Resources Management with 1 years' experience in a similar role is desirable.

Knowledge & Experience

- Proficient in the use of MS Office Suite including database management
- Possess good attention to detail, creativity, accuracy and tact

Skills

- Excellent computer skills and the ability to use new technology and basic office equipment
- Exceptional communication and presentation skills
- Excellent administrative skills, ability to prioritize, manage workloads and meet deadlines
- Strong organizational and planning skills with the ability to multi-task, undertake work in a diligent, conscientious and meticulous manner

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 **20 June 2026**. This vacancy will close on **11 July 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.