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 13/2026
TECHNICAL ADMINISTRATION OFFICER – GROUND SAFETY

We are looking for a highly organized and detail-driven Technical Administration Officer – Ground Safety to support regulatory documentation and coordination within the Ground Safety Department.

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 – Ground Safety provides administrative support and assistance to the Ground Safety Department to ensure the effective delivery of regulatory functions. The role is responsible for the effective maintenance of department records, including the compilation of relevant documents and reports.

The position reports to the Executive Manager Ground Safety and will be responsible for fulfilling the following critical outcomes:

- Administrative Support & Assistance Provided
- Effective Delivery of Ground Safety Functions
- Efficient & Effective Management of Records & Files
- Timely, relevant and compliant reporting
- Teamwork & Cooperation Ensured
- CAAF's image & value standards demonstrated and promoted

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

Qualification
- A Diploma Management/Planning/Policy, Public Administration or similar with 2 years' experience in a similar role or regulatory role.

Work Knowledge & Experience
- Advanced proficiency in the Microsoft Office Suite, with particular expertise in Word, Excel, and outlook
- Significant experience in database management and high-volume data entry with a focus on accuracy.
- Proven expertise in high-level minute-taking and the transcription of technical or formal meetings.
- Professional experience in stakeholder management and acting as a primary point of contact for external agencies.
- Experience providing executive administrative support and preparing professional briefing papers.

Skills
- Exceptional communication and presentation skills
- Possess good attention to detail, creativity, accuracy and tact
- Strong organizational and planning skills with the ability to multi-task, undertakework in a diligent, conscientious and meticulous manner
- Advanced skills in document control, systematic filing, and quality assurance processes

Desirable
- Bachelor's Degree Management/Planning/Policy, Public Administration or similar, Human Resources Management with 1 years' experience in a similar or a Regulatory role.
- Relevant Experience within the Aviation Industry
- Practical knowledge of the Aviation Quality Database system

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 **21 October 2026.** This vacancy will close on **06 November 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.