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 15/2026
AVIATION FACILITATION OFFICER CADET

We are looking for a motivated and detail-oriented Aviation Facilitation Officer Cadet to support the implementation and oversight of aviation facilitation standards, regulatory compliance, audits, inspections and stakeholder coordination.

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 Aviation Facilitation Officer Cadet (AFOC) is responsible for assisting the Executive Manager Aviation Security & Facilitation (EMASF) with the establishment, maintenance, and oversight of the implementation of Annex 9-Facilitation Standards, the National Air Transport and Facilitation Programme (NATFP), and the Airport Facilitation Programme (AFP) through meetings with the respective operators, audits, inspections and training, ensuring compliance with international standards, and fostering stakeholder relationships. Furthermore, the cadet will be trained to be competent in facilitation standards to be able to oversight Annex 9 Standards and advance to become a fully fledged Aviation Facilitation Officer.

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

- Successful Completion of the AFOC three- year Training Plan in ICAO Annex 9- Facilitation
- 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 with stakeholders on the implementation of ICAO Annex 9 Standards
- Effective stakeholder management and collaboration
- Organisation's image and value standards demonstrated and promoted

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

Qualification & Experience

- A **Degree** from a recognized institution in a relevant field such as Aviation Management, Public Administration, Management, Border or Customs Management, Security Studies, or Information Systems, together with **one (1) year practical experience** in immigration, border management, ICT, including front-line passenger processing role; **or**
- A **Diploma** from a recognized institution in a relevant field such as Aviation Management, Public Administration, Management, Border or Customs Management, Security Studies, or Information Systems together with at least **two (2)years practical experience** in immigration, border management, ICT including front-line passenger processing role; **or**
- A relevant **Certificate** combined with at least **five (5) years** of directly related immigration , border management or ICT experience.
- Experience with aviation security and intelligence.
- Experience working with border and law enforcement agencies, such as the Fiji Immigration Department, Fiji Police Force, Fiji Revenue and Customs Service, and airlines.

Knowledge

- Working knowledge of machine-readable travel documents, document examination and the systems used at border control points.
- Familiarity with aviation facilitation processes, including the handling of inadmissible passengers, deportees and passengers requiring special assistance.

Skills

- 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

Desirable

- Formal training in ICAO Annex 9 Facilitation, Traveller Identification (TRIP) or Aviation Security,Engineering
- Experience in reporting, reviewing or following up on border or passenger processing incidents
- Knowledge of Aviation Security
- IATA passenger facilitation or border management courses
- Formal immigration or customs officer training programmes
- Engineering and Aviation Intelligence Training
- Familiarity with Advance Passenger Information (API) and Passenger Name Record (PNR) systems

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 **31 October 2026.** This vacancy will close on **25 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.