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## Position Description

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Vacancy Title: **Senior Project Manager**

Location: **Nadi**

Reports To: **None**

### Objective

The Senior Project Manager strategises and oversees every facet of project execution pivotal to Fiji Airports. This includes supervising project managers and other team members, and assigning tasks to external contractors, suppliers, and consultants to ensure successful outcomes. The role involves planning, initiating, executing, and closing projects based on organisational business and commercial strategies. The Senior Project Manager also works with internal and external stakeholders to prepare project briefs and business cases, and maintains proper communications throughout the project. This role reports directly to the Director Projects.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Divisional Operations & Management

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- Compliance of the division's overall operations with Fiji Airports Policy and Procedures is ensured.
  - Master Plan, Divisional Policy & Procedure, design manual, and SOPs are prepared, maintained, and reviewed.
  - Major functional components of management, including day-to-day capital project operational skills and personnel management, are fulfilled.
  - Internal staff are managed and guidance is provided.
  - Proper training and workforce development for internal staff are provided to increase effectiveness and efficiency.
  - Day-to-day PMO operations are managed.
  - All administrative duties of the position are carried out.
  - Efficient and effective operation of the PMO is ensured.
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##### 2. Project Planning & Reporting

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- Preparation of Tender evaluation reports ensured.
  - Preparation of Annual capital budgets, Annual Plans and reports, Divisional reports, and Board and Board Sub-Committee reports ensured.
  - Preparation of Divisional reports and papers for executive management meetings ensured.
  - Preparation of Project Proposals and Budget requests to relevant agencies ensured.
  - Project Plans and Business Cases maintained.
  - Preparation of Monthly Project Reports ensured as and when required.
  - Review of Tender documents and sealed bid document templates ensured, and documentation aligned with policies.
  - Maintenance of Registers and records of Request for Information, instructions, notices, and correspondence for projects ensured.
  - The division's annual workload planned for efficient operations.
  - Assessment of Building services infrastructure ensured, and upgrades planned to meet compliances and operational requirements.
  - Timely reporting ensured.
  - Complete Project documentation, document registers, and timely project and budget approvals ensured.
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##### 3. Project Compliance & Quality Assurance

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- Effective and efficient Contract Administration and Management maintained.
  - Strict compliance with Fiji Airport policies and procedures and safety standards ensured.
  - Compliance with regulatory requirements, international best practices, and standards of the project across its lifecycle achieved and maintained.
  - Project audits conducted internally to ensure compliance not breached and operational compliance of the Division to SOP ensured.
  - All project-related and property ownership-related records and documentation maintained and updated regularly.
  - Organizational goals achieved while implementing projects.
  - Safety standards maintained while scoping and at the project site.
  - Conformance to Policies and Procedures, effective records management, project compliance to benchmark standards and regulations, achievement of Project Outcomes, and organizational goals ensured.
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##### 4. Project Execution & Delivery

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- Value for money obtained for all projects through sustainable design and construction methods.
- Liaison with internal and external stakeholders, such as consultants, local authorities, funding agencies, and government ministries, ensured for successful project execution and completion.
- Project Management services provided for all projects, with some potentially requiring oversight over external project managers or consultants.
- Robust project management processes implemented to enable successful project completion.
- Support provided to ensure all projects effectively implemented with the highest quality and meet deliverables promptly.
- All works undertaken turned around at the lowest possible timeframe and costs.
- Risk management strategies implemented across all projects.
- The team led to effectively plan and deliver projects and remove project hurdles for effective implementation.
- Scoping and design documentation managed through thorough site assessments, consultations, and use of subject matter experts and professionals (where required).
- Project cost controls managed.
- Design coordination managed.
- Relevant approvals from internal Fiji Airport managers and representatives obtained.
- All project submittals and work programs reviewed, and approvals provided in consultation with the Project Director and relevant personnel.
- Quality control systems established across the project lifecycle.
- Project hold points pre-construction and during the construction phase ensured.
- Cloud-based solutions provided by Fiji Airports used to maintain project records effectively, manage projects, and generate reports.
- Relevant project meetings organized in line with Project Requirements.
- Project completion within time, scope, and budget, effective risk mitigation, and effective stakeholder engagement ensured.

## 5. Procurement & Contract Management

- Procurement strategy for associated projects developed with key management, focusing on value creation and risk mitigation.
- Procurement documentation prepared and assisted in development in accordance with defined templates.
- Procurement outcomes facilitated via response to tender queries and inspections.
- Procurement submissions assessed and investigated in accordance with defined Fiji Airports procedures.
- Tender interviews and negotiations undertaken as required based on agreed governance processes.
- Procurement recommendations and flying minutes provided in conjunction with the tender committee outcomes.
- The role of the contract administrator or Superintendent's representative fulfilled as allocated with the assistance of the project team.
- Contractor meetings undertaken, and minutes provided to key stakeholders at a maximum of 2 weeks between meetings, with minutes issued within 2 working days.
- The payment claim process and timely execution managed.
- Contract execution and management managed in line with contract clauses to ensure no contractual default.
- All project variations (time, scope, costs, etc.) approved by relevant authorities based on approval delegations.
- A thorough understanding of different contracts, contract clauses, and documentation requirements maintained.
- Timely Project Contract Awards (including small works), transparent and robust procurement process followed, contract meeting minutes, zero contractual defaults, and up-to-date contractual documentation ensured.

## 6. Professional Conduct & Collaboration

- Attendance at staff meetings ensured, with representation of the Director provided where required.
- Professional and courteous conduct consistently maintained towards all staff, students, and the external community.
- Regular liaison with other departments maintained as and when required.
- Professional behaviour advocated, resulting in zero complaints from internal or external stakeholders.

## Product's Stakeholders

### 1. Stakeholder Engagement & Corporate Representation

- Fiji Airports' corporate image is enhanced through attendance at public forums, conferences, and industry events.
- Corporate Social Responsibility (CSR) initiatives and campaigns are led, engaging local and global communities and ensuring alignment with development and environmental, social, and inclusion (DESI) principles.
- Key internal and external stakeholders, including government ministries, donors, international organizations, community groups, clients, partners, and media outlets, are effectively identified, engaged, and relationships are managed.
- Customer experiences are enhanced, and relationships with airport and airline partners are strengthened through collaboration.
- Landowner relationships and engagement are successfully managed.
- Awareness and consultations regarding Public Private Partnerships activities and engagement are ensured.
- Effective and relevant communication pathways and mediums, such as talanoa sessions, are identified and applied for diverse stakeholders.
- Timely release of relevant and easily understood information, including press releases and public statements, is ensured for both internal and external stakeholders.

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.

Competence	Description
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication
Documentation	Communicate using formal business writing.

#### Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

#### People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.

#### Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

#### Operational

Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Engineering, Construction Management	

## Work Knowledge and Experience

A minimum of 8-10 years of relevant experience is essential.

Proficiency in planning, implementing, monitoring, evaluating, and reporting on integrated development programming.

Familiarity with the National Building Code of Fiji and relevant international standards, such as Australian Standards.

Demonstrated expertise in contract administration and project management, including successful oversight of large-scale projects.

Solid knowledge of Project Management Methodologies and experience with records and data management software.

Sound technical understanding of building services and construction works.

Proven ability to produce, read, and manipulate project schedules and reports.

Basic understanding of finance and procurement principles.

Knowledge of Health and Safety Requirements.

Proficiency with Microsoft Office Suite and other relevant software.

## Requirements

#### Language Proficiency

Excellent command of English

#### Professional Associations

Membership of appropriate Professional Institution

#### Regulatory Compliance Requirements

Driver's License

Police Clearance

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
No interactions found.		

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
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### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.

## How To Apply

To apply, please submit your CV and a cover letter explaining your interest in this position and highlighting your relevant experience. Please include three professional referees. Applications must be submitted through the link provided. Emailed applications will not be accepted.

## Contact for Enquiries

Contact Name: Leonarda Patterson

Contact Email: leonarda@maxumise.com

Further Contact Information: Maxumise Office Ph: 3303137 | 7733137

**Closing Date:** 27 Jul 2025