

Position Description

Vacancy Title: **Project Manager**

Location: **Nadi**

Objective

The role is responsible for leading the Fiji Airports Project Management Unit (FA-PMU) to deliver the Na Vualiku Airports Project, ensuring effective planning, procurement, financing, design, construction, monitoring and reporting in line with Fiji Government and World Bank standards. It oversees project staff and consultants, manages stakeholder engagement, ensures compliance with safeguards, and drives timely, cost-effective and quality outcomes. Reports to the Fiji Airports Chief Executive Officer through the Director Projects.

Outcomes

Organisational Stakeholders

1. Project Management Unit (FA-PMU) effectively established and managed

- Project staff recruited, systems, policies, manuals and procedures developed and implemented.
- Consultants engaged, terms of reference defined, and procurement processes completed.
- Relationships with internal, government, regulatory and external stakeholders maintained.

2. Strategic planning, risk management and programme oversight delivered

- Project Operations Manual, Overall Project Plan, Annual Work Plans and Procurement Plans developed, updated and implemented.
- Project activities aligned with Fiji Government policies, World Bank procedures and best practice.
- Risks anticipated, monitored and mitigated; recovery plans developed for delays or resource shortfalls.
- Information flows coordinated, including airport disruption planning for works.

3. Budgets, finance and procurement effectively managed

- Annual Work Plan and Budget prepared, monitored and reported in consultation with C-PMU.
- Financial utilisation tracked, expenditure forecasts prepared, and quarterly unaudited reports submitted to the World Bank.
- Annual audits delivered on time and strategies implemented to address shortfalls.
- Procurement strategies developed, goods, services and consultants contracted, and documentation uploaded into STEP.

4. Safeguards, compliance and quality standards ensured

- Environmental and Social Commitment Plan implemented with contractors monitored for safeguards compliance.
- Risk register maintained and updated monthly throughout the project life.
- Civil Aviation Authority of Fiji (CAAF) and ICAO compliance requirements integrated into design and construction.
- OHS plans reviewed, site safety audits conducted, and corrective actions implemented.

5. Monitoring, evaluation, and reporting delivered to required standards

- Baseline, mid-term and end-of-term surveys completed in coordination with C-PMU.
- Results Framework monitored, quarterly M&E reports submitted, and progress measured against development outcomes.
- Monthly highlight reports, six-monthly progress reports, and annual reporting provided to CEO, C-PMU, World Bank and Steering Committee.

6. Leadership, capacity building and stakeholder engagement effectively provided

- FA-PMU staff and consultants managed under performance systems; culture of accountability and collaboration maintained.
- Strategic advice delivered to CEO, C-PMU, Government and stakeholders on aviation infrastructure development.
- Secretariat support provided for the Project Steering Committee.
- Training, knowledge transfer and capacity-building activities implemented.

7. Design, tender and construction phases successfully coordinated

- Design consultants engaged, feasibility studies managed, and design deliverables completed to time, budget and quality standards.
- Project schedules maintained and risk reviews undertaken monthly.
- Procurement strategies prepared, tenders administered, contracts executed, and construction supervision carried out.
- Monthly site inspections, quality reviews and stakeholder approvals achieved for occupancy and aerodrome certification.

8. Project handover, close-out and defects liability period effectively delivered

- Completed works handed over to Fiji Airports with O&M manuals, warranties and as-built documentation provided.
- Final accounts agreed within two months of practical completion; bank guarantees released.
- Defects identified, rectifications managed, and post-project review completed.

9. Operational and statutory compliance ensured.

- Statutory obligations met, ensuring full compliance with relevant laws and regulations.
- Health and safety standards maintained, ensuring a safe work environment for staff and stakeholders.
- Environmental requirements adhered to, supporting sustainable and responsible operations.
- Organisational policies and procedures followed, ensuring consistent and accountable operational practices.

10. Fiji Airport's image and value standards demonstrated and promoted

- Integrity modelled in all actions, ensuring behaviour reflects Fiji Airports' ethical and professional standards.
- Collaboration promoted across teams and stakeholders, strengthening internal and external relationships.
- Customer-centric approach delivered, enhancing guest experience and reinforcing the organisation's reputation.
- Innovation supported, contributing ideas and practices that advance operational excellence.
- Sustainability and inclusivity demonstrated, reflecting Fiji Airports' values in everyday work.
- Fiji Airports' image upheld, acting as an ambassador for the organisation as the "World Class Aviation Hub for the Blue Pacific".

Responsibilities - Key Competencies

Competence Description

Business

Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Communication	Exchange information through verbal communication

Customer

Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.

People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively

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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Business and Management, Engineering, Project Management	or related field.
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Business and Management, Engineering, Project Management	or related field.

Work Knowledge and Experience

At least 8 years' experience in management and administration of large projects with proven ability to successfully coordinate and manage project work

Specific prior experience in the delivery of infrastructure projects in remote island environments with an understanding of the logistics constraints associated with their development and delivery

Extensive experience in managing projects and project staff and resources, and in roles with similar responsibilities

Experience in preparing and managing project budgets with a cumulative minimum budget of USD 10 million

Experience with preparing project documentation including policies and procedures

Experience of working in Pacific or developing countries

Experience in recruiting, managing, motivating and monitoring staff members and consultants

Strong report writing and analytical skills, with a demonstrable record of delivery on time

Experience in using technological solution and computer programs

Desirable Knowledge and Experience:

5 years plus experience in managing multiple concurrent projects in different sites of significant scale as the lead project manager

5 years plus experience in aviation and aerodrome development and construction as the lead project manager

Specific understanding of Fiji’s construction and infrastructure market based on 10 years plus direct experience in the delivery of similar projects

Experience with relevant legislation, policies, procedures, and processes of government

Experience of working with World Bank or other International Development Partner funded (foreign aid) projects

Understanding of the aviation and tourism sectors and its specific development challenges

Training and/or relevant experience in project monitoring and evaluation

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

CONTRACT DURATION AND CONDITIONS:

- The contract will be for an initial period of two years and may be extended for the life of the project and the longer-term program subject to satisfactory performance.
- The contract is subject to a probationary period of six months and may be subject to satisfactory achievement of initial project goals.
- Performance will initially be reviewed at one month, three months, and six months, and thereafter to six monthly and annual reviews.
- This is a full-time position based in Nadi or Vanua Levu, Fiji, and will involve travel to outer Islands.
- The position is open to citizens of Fiji or those eligible for a work permit in Fiji.

Interactions

Type	Interaction	Comments
Internal		
	Fiji Airports CEO	
	Projects Team	
External		
	World Bank	
	C-PMU	

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.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

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.

How To Apply

Apply online through the HRmonise Job Board Portal (link provided). Include a cover letter, current CV, and contact details of three professional referees. Only applications submitted through the portal will be considered; emailed applications will not be assessed. Ensure your application clearly demonstrates your suitability for the role.

Contact for Enquiries

Contact Name: Leonarda Patterson

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Further Contact Information: Maxumise 3303137

Closing Date: 10 Nov 2025