

Position Description

Vacancy Title: **Environment, Social, Health and Safety (ESHS) Officer**

Location: **Labasa**

Objective

The ESHS Officer supports Fiji Airports in implementing the environmental, social, health and safety requirements for the Na Vualiku Airports Project at Labasa and Savusavu Airports. The role ensures that all project activities comply with the World Bank Environmental and Social Framework (ESF), Fiji's Environment Management Act, and project-specific E&S instruments. The role provides site-based monitoring, contractor oversight, reporting, stakeholder engagement, and capacity building to uphold high ESHS standards across the project lifecycle. Reports to: FA-PMU Project Manager (Na Vualiku Airports Project), with technical guidance from the FA-PMU Environment & Social Risk Management Specialist (ESS).

Outcomes

Organisational Stakeholders

1. Environmental and Social Assessment

- E&S screening of project activities conducted and assessment requirements confirmed.
- E&S assessments supported and preparation of required instruments completed in-house.
- Technical oversight and coordination of consultant-led impact assessments provided.
- Compliance with environmental and social regulations ensured and ES permitting facilitated.
- Local community concerns addressed and integrated into project planning.
- Training and support to FA-PMU and project teams on E&S best practice delivered.
- Documentation and reports for FA, MTCA, the World Bank and regulators prepared and reviewed.
- Support provided for AWOS-related environmental and social inputs where required.

2. Contractor Oversight and Compliance

- Contractor ESHS documentation reviewed and alignment with project requirements ensured (including CESMPs, method statements, and monitoring reports).
- Regular site inspections and audits conducted with non-compliances identified and corrective actions coordinated.
- Response to E&S incidents coordinated and corrective actions tracked and documented.
- Tools and systems for tracking contractor ESHS performance developed and implemented.
- Contractor E&S performance dashboard/scorecard established, maintained, and communicated.
- OHS indicators compiled, analysed and reported (including incidents, near misses, LTIFR and root-cause analysis).
- Labour and working conditions monitored, including PPE use and functioning of grievance systems.
- E&S and OHS training for contractors facilitated and records maintained.
- Communication between contractors and local communities supported and grievances addressed.
- Contractor performance reviewed and recommendations for improvement provided.
- Environmental, social, health and safety incidents reported in accordance with ESCP requirements.

3. General Project E&S Management

- Participation in project meetings, coordination forums and World Bank missions completed as required.
- Logistics and coordination for inspections by consultants, FA, MTCA and the World Bank supported.
- ESHS inputs into FA-PMU progress reports prepared and submitted.
- Complaints and grievances under the GRM tracked, managed and closed out.
- FA ESHS Management System implemented and training provided to FA staff as required.
- Regular updates on workplan implementation provided to the FA-PMU Project Manager and ESS.

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

- Uphold Fiji Airports values in all duties and interactions.
- Demonstrate teamwork and collaboration across project teams and stakeholder groups.
- Support team members to uphold Fiji Airports values, behaviours and expected standards.

5. Key Deliverables and Expectations

- Complete ESHS Monitoring Plan and reporting template within the expected timeframe.
- Submit quarterly ESHS monitoring reports.
- Complete monthly CESMP implementation status updates.
- Deliver monthly OHS site status reports.
- Complete Training Plan for FA staff and the contractor workforce within two months.
- Provide inputs into quarterly and semi-annual FA-PMU progress reports.
- Coordinating E&S risk assessments and ensuring timely CESMP implementation.
- Ensuring consistent ESHS performance across multiple project sites and stakeholders.
- Maintaining strong relationships with contractors, consultants, communities, and Government bodies.
- Supporting complex, multi-stakeholder interfaces involving FA, MTCA, FRA, C-PMU, World Bank, and local communities.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Customer	
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Team Orientation	Work in a team towards a common aim.
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.
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
Preferred		
Degree	Environmental Science	Environmental Management, Occupational Health and Safety, Or another closely related discipline.

Work Knowledge and Experience

At least 5 years of experience in environmental management or safeguards work relevant to infrastructure or development projects.

Experience in Environmental Impact Assessment (EIA) and Environmental Management Plan (EMP) planning.

Experience in Stakeholder Engagement planning.

Experience in managing WHS/OHS risks on construction sites.

Experience with infrastructure and development projects in Vanua Levu would be advantageous.

Strong report writing aligned to project deliverables and analytical skills with a track record of timely delivery.

Desirable Experience (advantageous).....

Experience in aviation or airport infrastructure projects.

Experience with Fiji's environmental legislation, particularly EMA 2005, plus associated regulations and policies.

Experience working on projects funded by the World Bank or other development partners.

Demonstrated experience in E&S capacity-building initiatives.

Technical Knowledge & Skills Required.....

Proficiency in MS Excel, Word, PowerPoint, Teams.

Familiarity with World Bank Environmental and Social Framework (ESF) Standards 1–10.

Understanding of environmental permitting processes.

Ability to interpret technical assessments, OHS metrics, and ESHS performance data.

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institution

Regulatory Compliance Requirements

Must be a Fiji citizen or be eligible for a Fiji work permit.

Other Required Requirements

Must be able to travel regularly between **Labasa and Savusavu Airport** sites .

Interactions

Type	Interaction	Comments
Internal		
	FA-PMU Project Manager	
	FA-PMU ESS	
	C-PMU	
External		
	Local community groups	
	Contractors	

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.
Innovative	Devises new and creative ways to do things comes up with original ideas.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Applications must be submitted through the Maxumise Job Portal using the link provided, as only online applications will be accepted. Applicants must include a CV and a cover letter that clearly addresses the critical competencies required for the role, along with the contact details of three recent work-related referees. Only shortlisted applicants will be contacted. For enquiries, please reach out to Grace Naleba on +679 330 3137 or +679 773 3137, or email jobs@maxumise.com

Contact for Enquiries

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Closing Date: 28 Dec 2025