

## Position Description

Vacancy Title: **Airport Manager Nausori**

Location: **Nausori**

### Objective

The Airport Manager – Nausori oversees operational safety, security, protection, maintenance, cleanliness and readiness of the aerodrome at Nausori Airport. The role ensures full compliance with Civil Aviation Authority of Fiji standards and recommended practices, and maintains the airport to a standard recognised as a centre of excellence in the Pacific. The role develops business plans aligned to organisational strategy, ensures effective policies and procedures, and contributes to internal projects and company-wide activities as required. This role reports to the GM Airports.

### Outcomes

#### Organisational Stakeholders

##### 1. Operational Readiness & Safety

- Policies and programmes to maintain operational readiness developed and implemented in accordance with contractual obligations.
- Cleanliness and fitness-for-purpose of airport facilities achieved and continuously monitored through staff oversight and contractor engagement.
- Compliance issues addressed with urgency and audit findings closed within required timeframes.
- Safety Action Group meetings facilitated and safety initiatives coordinated to support hazard reduction and operational continuity.
- Personal and team actions taken to ensure safe working environments in line with company Health & Safety policies.

##### 2. Stakeholder Coordination & Community Engagement

- Collaboration with airport stakeholders established and maintained through structured forums (COG, Ramp Safety, Wildlife, community meetings).
- Taxi operator performance managed to minimise complaints and uphold service standards.
- Relationships with the Nausori community and neighbouring villages strengthened to support smooth airport operations.

##### 3. Stakeholder and Community Engagement

- Effective collaboration through various Forums with Airport Stakeholders was led and maintained.
- Safety Action Group Meetings for Nausori were facilitated.
- Stakeholder engagement meetings were conducted, and satisfaction scores from surveys were obtained.

##### 4. Leadership, and Human Capital Management

- Staff and contractors supervised, coached and supported to meet service and compliance standards.
- Resource allocation reviewed and plans for temporary or permanent resourcing prepared to respond to operational demand.
- High morale encouraged and fair, transparent and professional decision-making demonstrated across all personnel matters.
- Succession planning for key positions developed.

##### 5. Maintenance, Quality & Continuous Improvement

- Preventative maintenance culture promoted, with predictive analysis and asset care embedded in daily operations.
- Environmental and quality management principles maintained and integrated into all airport management processes.
- Opportunities for service improvement, efficiency enhancement and innovation identified and recommended.

##### 6. Financial, Commercial & Reporting Responsibilities

- Revenue-generation opportunities explored and advice provided on potential new streams.
- Special investigations and projects completed as assigned by the GM Airports.
- Operational reports prepared and submitted to the Executive Team accurately and on time.

##### 7. 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.

### Responsibilities - Key Competencies

#### Competence

#### Description

#### Business

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.
Communication	Exchange information through verbal communication

#### Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
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.
Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Self-Management	Manage your priorities and objectives efficiently and effectively

#### Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.
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#### 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	Business Administration	or similar.
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Business Administration	

## Work Knowledge and Experience

- Degree or Postgraduate Degree in Business Administration or a relevant field with at least 5 years' experience in a senior role.
- Or at least 10 years of proven experience in Airport Operations at a senior level.
- Strong customer service capability and understanding of aviation industry development and trends.
- Experience managing workplace budgets.
- Strong organisational, interpersonal, verbal and written communication skills.
- Computer proficiency across relevant applications.
- Mature, reliable, self-motivated, creative and able to lead with integrity.

## Requirements

#### Language Proficiency

- Excellent command of English

#### Regulatory Compliance Requirements

- Police Clearance

## Other Required Requirements

#### Key Challenges

- Managing operational demands in a space-constrained terminal during peak periods.
- Contributing to cost reduction, new business initiatives and profitability for FA.
- Maintaining total airport cleanliness and reinforcing organisational pride.
- Applying ICAO Annex 14, CAAF standards, emergency plans, AIP, MATS and FA policies accurately.
- Navigating cultural dynamics that influence operations and community expectations.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All FA Divisions & Departments	
<b>External</b>		
	Airport Stakeholders	
	Taxi Operators	
	Contractors	
	Community	

## 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.
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

Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.

## 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](mailto:jobs@maxumise.com)

## Contact for Enquiries

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**Closing Date: 28 Dec 2025**