

Position Description

Vacancy Title: **Airport Manager - Outer Island Stations**

Location: **Nausori**

Objective

The Airport Manager – Outer Island Stations (AMOIS) oversees operational safety, security, protection, maintenance, cleanliness and readiness across 13 Outer Island Airports under Fiji Airports. The role ensures compliance with Civil Aviation Authority of Fiji (CAAF) guidelines, standards, and recommended practices, and maintains airport facilities to support an enhanced airport experience for all travelling public. The role develops operational and business plans aligned with organisational strategies, ensures availability of policies and procedures to guide staff and contractors, and participates in internal projects and cross-company initiatives as required. This role reports to the GM Airports.

Outcomes

Organisational Stakeholders

1. Operational Readiness & Safety

- Policies and programmes for operational readiness at 13 Outer Island Airports developed and implemented in alignment with contractual obligations.
- Cleanliness, fitness-for-purpose and upkeep of airport buildings, airfields and surrounding areas at all Outer Island Airports ensured through staff, contractor and community coordination.
- Compliance issues addressed promptly and audit findings closed within required timelines.
- Safety Action Group Meetings facilitated and safety-related activities coordinated across Outer Stations.
- Emergency response performance strengthened and coordination achieved in accordance with AEP requirements.
- Effective amangement of multiple remote stations to a consistently high customer and operational standard.

2. Stakeholder, Provincial & Community Engagement

- Effective collaboration across Airport Stakeholder Forums (COG, Ramp Safety, Wildlife) developed and maintained.
- Representation of Fiji Airports at Provincial and Island-level meetings undertaken to support rural and maritime development.
- Community engagement with mataqali, yavusa, villages and local partners coordinated to support operations, maintenance and compliance.
- Effective Influencing, negotiating and networking with internal and external airport stakeholders, including senior management ensured.

3. Leadership and Human Capital Management

- Staff and contractors supervised, coached and held accountable to service quality and compliance standards.
- Resource allocation reviewed and plans prepared for temporary or permanent personnel engagement based on operational needs.
- High morale encouraged; integrity, fairness and transparent decision-making demonstrated.
- Staff competence developed through on-the-job coaching, communication and performance feedback.
- Succession planning for key positions at Outer Station Airports developed.
- Successful management and empowerment of diverse teams across geographically dispersed airports.
- Management of recruitment, selection, promotion, discipline and termination of staff in line with HR requirements in collaboration with PODC team.

4. Maintenance, Quality & Continuous Improvement

- Preventative maintenance culture, predictive analysis and continuous improvement embedded in Outer Station operations.
- Environmental and quality management principles maintained and incorporated into daily airport management processes.
- Improvement opportunities across airport operations, service delivery and passenger experience identified and progressed.

5. Financial, Commercial & Reporting Responsibilities

- Operational reports for the Executive Team prepared accurately and submitted in a timely manner.
- Special investigations and projects assigned by the GM Airports completed.
- New revenue opportunities explored and recommendations provided.
- Effective delivery of outcomes within resource and budget constraints.

6. 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

Competence	Description
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
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
Preferred		
Degree	Business Administration	or similar.
Desirable		
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

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All FA Divisions & Departments	

Type	Interaction	Comments
External		
	CAAF	
	Contractors	
	Community	
	Relevant Government Ministries	
	Statutory Authorities	

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

Contact for Enquiries

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Closing Date: 28 Dec 2025