

Position Description

Vacancy Title: **Manager Projects**

Location: **Nausori**

Reports To: **Senior Project Manager**

Objective

The Manager Projects is responsible for overseeing the delivery of Fiji Airports' capital and operational projects, ensuring projects are planned, coordinated, and controlled to achieve approved scope, time, cost, safety, and compliance outcomes while managing impacts on live airport operations. This role reports to the Senior Project Manager.

Outcomes

Organisational Stakeholders

1. Operations and Project Management

- Capital and operational projects are delivered safely, on time, within approved budgets, and in accordance with agreed scope.
- Multiple complex projects are delivered concurrently with predictable and reliable performance.
- Project risks are effectively controlled, with no material impact on delivery, airport operations, or organisational reputation.
- Day-to-day project operations are effectively managed, with technical and operational issues resolved without escalation.
- Internal and external stakeholders, including consultants, contractors, funding agencies, and government authorities, are effectively engaged to support project alignment and delivery.
- Stakeholder expectations are actively managed through clear communication, timely reporting, and issue resolution.
- Strong professional relationships are established and maintained to facilitate approvals, cooperation, and delivery outcomes.

2. Contract Management

- Procurement and contract processes deliver compliant and value-for-money outcomes.
- Contracts are executed and administered in accordance with contractual, commercial, and governance requirements.
- Contractor performance aligns with contractual obligations and agreed delivery outcomes.
- Variations to scope, cost, and time are controlled and approved in line with delegated authorities.
- Contractual and property ownership records are complete, current, and audit-ready.

3. Planning, Reporting and Governance

- Approved project plans, business cases, budgets, and schedules are in place and remain current throughout delivery.
- Project performance, financial status, and delivery risks are visible through accurate and timely reporting.
- Governance controls are effective and consistently applied across all projects.
- Regulatory, statutory, policy, and safety requirements are met across the project lifecycle.
- Executive and Board reporting requirements are met.
- Project documentation, registers, and administrative records are maintained to support governance, audit, and decision-making.

4. Leadership, Teamwork and Collaboration

- Project teams and consultant-managed projects operate with clear accountability and consistent performance.
- Workforce capability is maintained and strengthened through effective leadership and development.
- Effective collaboration across internal teams and external parties supports coordinated delivery.
- Productive working relationships are maintained with consultants, contractors, regulators, and other stakeholders.

5. Fiji Airport's Values upheld and promoted.

- Fiji Airports' values are consistently upheld through professional conduct, ethical decision-making, and respect for people, communities, and the environment.
- Decisions and behaviours reflect integrity, accountability, safety, and service excellence.
- Positive role modelling is demonstrated, reinforcing Fiji Airports' culture and reputation internally and externally.

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.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.

Competence	Description
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

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.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Global Environment	Respond to globally driven changes in the organisation's environment.
Research	Apply formal research methodologies.
Mathematical Reasoning	Apply mathematical reasoning.
Technology Application	Apply technology.

Operational

Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.
Stock Control	Acquire and monitor stock to meet business needs

Customer

Promotion	Promote the value of the products/services offered by the organisation.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Degree in Engineering	Bachelor's Degree in Engineering or Project Management

Work Knowledge and Experience

At least 7 years of relevant experience with a Bachelor's Degree in Engineering or Project Management, or a Diploma with 10 years of practical project delivery experience.

Experience in managing large, multi-stakeholder, and safety-critical projects.

Proven experience in Contract Administration and Project Management.

Demonstrated experience in managing large, multi-stakeholder, and safety-critical projects with successful project management capabilities; experience in scoping and supervising on building services systems is desirable.

A valid driver's licence

Requirements

Language Proficiency

Excellent command of English

Professional Associations

National Building Code of Fiji

Australian Standards

Regulatory Compliance Requirements

Driver's License

Valid driver's licence. Proficiency in records and data management software. Strong analytical and communication skills.

Understanding of Health and Safety Requirements. Ability to interpret technical drawings and contracts

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

Excellent written and verbal communication skills.. Proficiency in MS Office Suite (Word, Excel, PowerPoint).

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Fiji Airports Sections	
External		
	CAAF	
	Airlines	
	Air Terminal Services	
	Consultants	
	Contractors	
	Tenants	
	Government agencies	
	Non-government organisations	
	Financing institutions	
	Local Authorities	
	Vendors	
	Aviation industry stakeholders	
	Airport tenants	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
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

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
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.
Concrete thinker	Focuses on the tangible experiences of actual things or events.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Numerate	Shows abilities in quantitative thought and expression.
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.

Contact for Enquiries

Contact Name: Leonarda Patterson

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Closing Date: 15 Feb 2026