
Position Description

Vacancy Title: **Graduate Engineer**

Location: **Nadi**

Reports To: **Senior Project Manager**

Objective

The Graduate Engineer is responsible for providing comprehensive technical support to the Project Management Office across the full project lifecycle, including engineering design, project management, and construction supervision. The incumbent serves as a Clerk of Works to ensure quality and conformance-based technical services, overseeing contract administration and onsite compliance throughout the construction phase. To maintain project integrity and delivery timelines, the role requires frequent visits to various airport locations and a commitment to flexible working hours as necessitated by operational demands. This role reports to the Senior Project Manager.

Outcomes

Organisational Stakeholders

1. Site Monitoring

- Construction activities on-site are effectively delivered under the Project Manager's supervision, ensuring work progresses safely and in full alignment with project requirements.
- Project specifications, building codes, and safety regulations are consistently met through strong oversight and management of on-site construction activities.
- Project quality and compliance are maintained through regular site inspections that identify issues early and ensure adherence to engineering and design standards.
- Timely project completion is achieved through effective collaboration with project managers, consultants, subcontractors, and both internal and external stakeholders.
- Construction materials meet required industry standards through coordinated procurement support and verification before delivery to site.
- Project delays, cost overruns, and safety hazards are minimised through proactive identification of risks and implementation of preventive measures.
- A safe working environment is maintained by upholding Fiji Airports' safety requirements and applying best-practice site-safety standards.
- Progress payments are accurately assessed and validated by providing timely support to the Project Manager on contractor payment claims.
- Construction Notices are responded to promptly on behalf of the Project Manager, ensuring issues are addressed efficiently and without disruption to project timelines.

2. Reporting and Documentation

- Accurate and up-to-date project documentation is consistently maintained including progress reports, site diaries, change orders, and quality-control records ensuring full compliance with company processes and enabling informed project decision-making.
- Project transparency and audit readiness are strengthened by preparing and maintaining documentation and records in line with organisational policies, procedures, and directions from senior leadership.
- High-quality project and design documentation is ensured through effective assistance in verification and technical vetting, reducing design errors and enhancing project delivery outcomes.
- Project planning and delivery are supported through the timely preparation of key documents such as project plans, programmes, and risk registers enabling the Project Manager to oversee projects efficiently and proactively manage risks.

3. Stakeholder Engagement

- Strong and productive stakeholder relationships are sustained through effective communication, negotiation, and issue-resolution, ensuring project deliverables are achieved on time and to expected standards.
- Stakeholder alignment and project progress are strengthened through well-facilitated engagement sessions, site meetings, and project-related consultations.
- Regulatory compliance and timely project approvals are supported through proactive and effective liaison with local authorities.

4. General Responsibilities

- Operational effectiveness is maintained by delivering additional duties as assigned by the supervising officer or Director of Projects, ensuring organisational priorities are consistently supported.
- Organisational goals and overall team performance are strengthened through active participation in corporate activities and initiatives.

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.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
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.
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	
Team Orientation	Work in a team towards a common aim.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
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.
Environment	Establish and maintain an environmentally friendly organisation

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Engineering	with GPA of 3.0 or 1 year of Experience
Preferred		
Diploma	Architecture, Engineering or other building profession	with 3 years of work-related experience, including building construction supervision

Work Knowledge and Experience

Experience with Microsoft Office Suite and AutoCAD.

☑ Knowledge of Project Management Methodology

Use of records and data management software

Ability to trouble shoot problems

Good Communication skills

Basic finance and procurement knowledge

Knowledge of Health and Safety Requirements

Good interpersonal skills and team building skills

Must be resilience, have courage and act with integrity

Demonstrated capacity to take initiatives and achieve results

Ability to work with minimum supervision

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institution

Regulatory Compliance Requirements

Police Clearance
Valid Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Fiji Airport Sections	
	Project Management Office (PMO):	
External		
	Tenants	
	Airport Stakeholders	
	CAAF	

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.

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.

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.

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.

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

Contact Email: leonarda@maxumise.com

Further Contact Information: Maxumise: +679 330 3137 or +679 773 3137, or email jobs@maxumise.com

Closing Date: 15 Feb 2026