

Position Description

Vacancy Title: Project Controls Lead

Location: Nadi

Reports To: None

Objective

The Project Controls Lead is responsible for developing, implementing, and maintaining a robust project controls framework to provide technical, programming, and strategic direction for Fiji Airports' major infrastructure program. This role ensures the integrity of project baselines—including scope, cost, and schedule—while delivering accurate, data-driven insights to senior management to mitigate risks and ensure the successful delivery of capital projects. The position reports directly to the Director Projects.

Outcomes

Organisational Stakeholders

1. Project Controls Framework Development

- Developed, implemented, and maintained the project controls framework, including processes for scheduling, cost management, risk analysis, and performance reporting.
- Developed and maintained the integrated master schedule for the program using software like Primavera P6 or Microsoft Project.
- Oversaw cost control activities, including budget management, cost forecasting, earned value management (EVM), and variance analysis.

2. Change and Risk Management

- Managed the change control process for the program, ensuring scope, budget, and schedule changes were properly documented, approved, and tracked.
- Conducted regular risk and opportunity analysis, maintaining the program risk register and developing mitigation strategies.

3. Performance Reporting and Stakeholder Communication

- Prepared and presented performance reports to senior management and key stakeholders, highlighting critical issues, forecasts, and recommendations.
- Worked closely with project managers, engineers, and contractors to ensure a consistent approach to project controls across all projects within the program.

4. Procurement and Contract Management

- Provided critical data and analysis for the procurement strategy and bidding process.
- Analyzed bids to support final vendor selection, focusing on schedule and cost breakdowns.
- Ensured integration of contract data into the program's master schedule and budget baseline.

5. Monitoring and Evaluation

- Monitored and tracked project performance data, including progress measurement, cost tracking, and performance metrics.
- Generated forecasts for project completion costs and analyzed trends in cost and schedule performance.
- Created regular project status reports and communicated status updates to stakeholders.

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
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.
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.
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.

Competence	Description
Organisational Values	Display the organisation's image and value standards.
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.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Engineering, Construction Management	Quantity Surveying, or a related field.
Preferred		
Other		Master's degree or PMP/PRINCE2 certification is a plus.
Preferred		
Other		AIPM or PMI accreditation

Work Knowledge and Experience

Minimum of 8-10 years of experience in project controls on large-scale capital programs, preferably in airports, infrastructure, or a similar environment.

Experience with project management software, particularly Primavera P6.

Experience in managing the design of aviation projects of a large, complex scale.

Experience in aviation/aerodrome development and construction in operational airports.

Strong report writing and analytical skills.

Excellent communication and interpersonal skills.

Ability to work in a dynamic, fast-paced environment.

Experience working in the Pacific and familiarity with relevant government legislation, policies, and processes.

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institution

Other Required Requirements

Additional Requirements:

- Advanced level knowledge in Aviation and Airport Master Planning implementation.
- Proficient level knowledge in project management, coordination, monitoring, evaluation, planning, and reporting.
- In-depth knowledge of project controls principles, including scheduling, cost management, and risk analysis.
- Working knowledge of CAAF (Civil Aviation Authority of Fiji) regulations and the policies and laws of the Government of Fiji.
- Expertise in Earned Value Management (EVM) systems, including Cost Performance Index (CPI) and Schedule Performance Index (SPI) metrics.
- Demonstrable record of delivery on time and strong report writing skills.
- Awareness of the roles and mandates of other relevant organizations and agencies.
- Ability to interpret complex data to make data-driven decisions and provide high-level strategic advice.

Interactions

Type	Interaction	Comments
Internal		
	Airport Operations teams	
	All FA Divisions & Departments	

Type	Interaction	Comments
	Project Management Office (PMO):	
External		
	Statutory Authorities	
	Airline partners	
	CAA	
	Regulatory bodies	
	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

Forthright	Speaks out frankly without hesitation, showing a direct manner.
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

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Challenger	Queries, tests information/beliefs and provokes thought.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

How To Apply

Submit a CV and cover letter addressing the requirements of the TOR, including 3 referees.

Contact for Enquiries

Contact Name: Leonarda Patterson

Contact Email: leonarda@maxumise.com

Further Contact Information: Maxumise: 3303137 | 7731337

Closing Date: 15 Feb 2026