

Position Description

Vacancy Title: **Project Manager**

Location: **Nadi**

Reports To: **Chief Executive Officer**

Objective

The Project Manager is responsible for leading the end-to-end delivery of the Flight Catering Centre project, ensuring it is planned, executed, commissioned, and handed over to operational readiness in accordance with agreed scope, quality, safety, regulatory, time, and budget requirements. The role provides strong governance, stakeholder leadership, and contractor performance management to achieve a compliant, fit-for-purpose facility that meets ATS operational needs and strategic objectives. The role reports to the Chief Executive Officer.

Outcomes

Organisational Stakeholders

1. A fully functional, compliant Flight Catering Centre delivered and accepted for operations

- The full project lifecycle managed from planning and design coordination through construction, commissioning, and handover.
- Operational requirements translated into design and construction deliverables, and alignment maintained through to completion.
- Testing, commissioning, certifications, as-built documentation and acceptance completed to enable operational readiness.

2. Delivery achieved within approved scope, budget, timeline, and specifications

- Detailed project plans, schedules, milestones and budgets developed, baselined and maintained.
- Progress tracked against agreed targets and corrective actions implemented where deviations identified.
- Variations and change controlled to protect approved scope, cost, timelines and technical requirements.

3. Best-value procurement and contract performance secured across the project

- Tendering and procurement processes for contractors, consultants and materials planned and executed in a timely, transparent manner.
- Contractor, consultant, and vendor deliverables coordinated and supervised to ensure required performance and sequencing.
- Quality, safety, compliance obligations, and delivery expectations embedded in contracts and monitored through the works.

4. Quality, safety, and regulatory/environmental compliance maintained throughout delivery

- Health and safety controls enforced and safe systems of work verified and maintained on site.
- Compliance with relevant standards, Fijian building codes, and environmental requirements verified through inspections, audits and supporting documentation.
- Risks and issues identified, logged, reviewed, mitigated and escalated to minimise impacts to safety, quality, cost, or schedule.

5. Stakeholders and governance bodies kept aligned through effective engagement and reporting

- Regular liaison maintained with ATS management, stakeholders, consultants, and government authorities to support approvals and issue resolution.
- Project updates, progress reports, risk summaries and financial reports prepared and presented to senior management and the Board.
- Decisions required and constraints impacting delivery clearly communicated and resolution actions tracked to closure.

6. ATS image and value standards demonstrated and promoted

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Customer	
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Architecture, Engineering, Project Management, Civil Engineering, Construction Management	or a related field
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Business and Management	
Desirable		
Certificate	Project Management Professional	
Desirable		
Certificate	Project Management Professional	

Work Knowledge and Experience

Minimum of 6 years of proven experience in managing large-scale construction or infrastructure projects, preferably in commercial, industrial or aviation environments.

Demonstrated experience in contract management, construction supervision and stakeholder engagement.

Strong leadership, negotiation, analytical and problem-solving skills.

Excellent verbal and written communication skills with the ability to produce professional project documentation and reports.

Sound knowledge of health and safety regulations, Fijian building codes and environmental compliance standards.

Requirements

Language Proficiency

Strong written and spoken English language proficiency

Professional Associations

Membership of appropriate Professional Institutions

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Chief Executive Officer	
	Board	
	Catering / Operations stakeholders (end users)	
	Quality / Safety / Risk (iAMS/QMS/HSE functions)	
External		
	Contractors (main and subcontractors)	
	Consultants (design/engineering/QS)	
	Suppliers / Vendors	
	Government authorities / regulators	

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

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
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Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Perceptive Shows keen insight and understanding of issues or situations.

Thinking Styles

Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.

Decisive Reaches conclusions, promptly and firmly.

Disciplined /
Systematic Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach

How To Apply

Applicants must submit the following through our online recruitment portal: 1.) A detailed Curriculum Vitae (CV) 2.) A Cover Letter (CL) addressing the critical competencies required for this role 3.) Contact details for three (3) professional referees, including your most recent line manager Note: - When uploading documents, please label your files clearly using the following format: Name_CV and Name_CL - Please only upload relevant documents required for the application. - Only submissions made through the online portal will be accepted. - Emailed applications will not be considered. - Incomplete or incorrectly labelled applications may delay assessment.

Contact for Enquiries

Contact Name: Leonarda Patterson

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Closing Date: 01 Mar 2026