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## Position Description

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Vacancy Title: **Senior Project Manager - Landside**

Location: **Nadi**

Reports To: **Director Projects**

### Objective

The Senior Project Manager – Landside is responsible for strategising, leading, and overseeing all aspects of landside project execution, including PMO operations, planning, budgeting, contract administration, procurement strategy, stakeholder engagement, and the supervision of project managers, internal staff, consultants, and contractors to ensure successful delivery of capital projects aligned with Fiji Airports' organisational and commercial strategies. This role reports to the Director Projects.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Operations and Management

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- Management of the overall operations of the division, ensuring compliance with Fiji Airports policies and procedures.
  - Preparation, maintenance, and review of the Master Plan, Divisional Policies and Procedures, design manual, and SOPs, ensuring documents remained current and aligned to organisational requirements.
  - Ensuring the fulfilment of management components, including capital project operational capability and personnel management.
  - Management of internal staff and provision of guidance, supporting effective performance and workforce capability.
  - Development of training and workforce development programs for internal staff, strengthening capability, compliance, and operational readiness.
  - Management of day-to-day PMO operations, ensuring efficient, effective, and uninterrupted service delivery.
  - Execution of administrative duties relevant to the position, ensuring timely, accurate, and complete governance documentation.
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##### 2. Planning & Reporting

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- Preparation of tender evaluation reports, ensuring accuracy, completeness, and compliance with procurement requirements.
  - Preparation of annual capital budgets, Annual Plans, divisional reports, management papers, and related documentation, ensuring timely submission and alignment with organisational expectations.
  - Preparation of project proposals and budget requests, supporting informed decision-making and approval processes.
  - Maintenance of project documentation, registers, and records, ensuring accuracy, currency, and audit readiness.
  - Ensuring timely project and budget approvals, supporting uninterrupted project planning and delivery.
  - Review of tender documents, ensuring alignment with Fiji Airports policies, procedures, and compliance requirements.
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##### 3. Contract Management and Compliance

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- Achievement of compliance with Fiji Airports policies, procedures, and safety standards, ensuring alignment with organisational and regulatory expectations.
  - Conduct of internal project audits, ensuring adherence to compliance requirements and identification of corrective actions.
  - Maintenance of all project-related records and documentation, ensuring accuracy, completeness, and audit readiness throughout the project lifecycle.
  - Upholding of safety standards across the project lifecycle, ensuring safe work practices, risk mitigation, and adherence to organisational HSE policies.
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##### 4. Project Management

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- Achievement of value for money in projects through sustainable design and construction, ensuring optimisation of lifecycle cost and performance expectations.
  - Collaboration with stakeholders for project execution, ensuring coordinated delivery, clear communication, and timely decision-making.
  - Provision of project management services and oversight, ensuring support, direction, and control across assigned projects as required.
  - Implementation of project management processes, ensuring successful delivery against approved scope, time, cost, and quality standards.
  - Minimisation of project turnaround times and costs, ensuring efficient sequencing, issue resolution, and operational continuity.
  - Leadership of the team to plan and deliver projects, ensuring removal of delivery hurdles and maintaining project momentum.
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##### 5. Procurement & Contract Management

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- Administration and management of contracts, ensuring effective oversight of contractual obligations, variations, claims, and compliance requirements.
- Development of procurement strategies for projects, with a focus on value creation, risk mitigation, and alignment with organisational procurement requirements.
- Preparation of procurement documentation in accordance with approved templates, ensuring completeness, accuracy, and compliance with procurement governance.
- Facilitation of procurement outcomes and assessment of submissions, ensuring fair evaluation, transparent processes, and timely decision-making.
- Conduct of tender interviews and negotiations, ensuring best-value outcomes and adherence to organisational delegation and approval processes.
- Fulfilment of contract administrator responsibilities, with support from the project team to ensure accurate management of obligations, variations, and claims.
- Management of contractor meetings and documentation of minutes, ensuring timely circulation, accurate records, and follow-through on required actions.

#### 6. Team Work and Collaboration

- Attendance at staff meetings and representation of the Director as required.
- Conduct of professional and courteous interactions with all stakeholders, maintaining organisational reputation and fostering positive engagement.
- Liaison with departments, supporting collaboration, alignment, and adherence to organisational standards.

#### 7. Fiji Airports' image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

## Responsibilities - Key Competencies

| Competence            | Description  |
|-----------------------|--|
| <b>Business</b>       |  |
| Strategic Development | Establish the strategic direction and steer the organisation towards its goals                             |
| Risk Management       | Analyse and manage risk.   |
| Resource Management   | Deliver results through the efficient and effective allocation and use of supplies , equipment and people. |
| Information Analysis  | Make informed decisions by collecting and interpreting data and information                                |
| Communication         | Exchange information through verbal communication  |
| <b>Customer</b>       |  |
| Relationship Building | Build beneficial relationships with suppliers and stakeholders.  |
| <b>People</b>         |  |
| Leadership            | Utilise a leadership position to influence people and events and to increase performance.                  |
| Problem Solving       | Develop practical solutions to a situation.  |
| Learning              | Develop the competencies of self and others to enhance performance.  |
| <b>Professional</b>   |  |
| Technical Strength    | Demonstrate knowledge of a specialist discipline.  |
| <b>Operational</b>    |  |
| Health and Safety     | Establish and maintain a safe and healthy work environment.  |

## Qualifications

| Qualification                             | Discipline                                  | Notes |
|---|---|-------|
| <b>Preferred</b>                          |   |       |
| Degree                                    | Engineering, Construction Management        |       |
| <b>Desirable</b>                          |   |       |
| Higher Degree incl. Post Grad Cert or Dip | Leadership & Management, Project Management |       |

## Work Knowledge and Experience

- 8-10 years of relevant experience.
- Experience in contract administration and project management.
- Demonstrated experience in managing large projects successfully.
- Experience with Microsoft Office Suite, project management tools, and record/data management systems.

## Requirements

### Language Proficiency

- Excellent command of English

### Professional Associations

Membership of appropriate Professional Institution

### Regulatory Compliance Requirements

Driver's License

Police Clearance

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

## Other Required Requirements

No other required items found.

## Interactions

| Type            | Interaction                    | Comments |
|-----------------|--------------------------------|----------|
| <b>Internal</b> |                                |          |
|                 | Executive & Management teams   |          |
|                 | Projects Team                  |          |
| <b>External</b> |                                |          |
|                 | Airport Stakeholders           |          |
|                 | Relevant Government Ministries |          |
|                 | Statutory Authorities          |          |
|                 | Donors                         |          |

## 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.        |
| Integrity   | Adherence to moral and ethical principles; soundness of moral character; honesty.   |
| 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

|                             |  |
|-----------------------------|--|
| Forthright                  | Speaks out frankly without hesitation, showing a direct manner.  |
| Perceptive                  | Shows keen insight and understanding of issues or situations.  |
| Self-sufficient and assured | Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities. |

### 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.

## 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:** 22 Feb 2026