

Position Description

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

Organisational Stakeholders

1. Operations and Management

- 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.

2. Planning & Reporting

- 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.

3. Contract Management and Compliance

- 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.

4. Project Management

- 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.

5. Procurement & Contract Management

- 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
Business	
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
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
People	
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.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Engineering, Construction Management	
Desirable		
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
Internal		
	Executive & Management teams	
	Projects Team	
External		
	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

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Closing Date: 22 Feb 2026