

Position Description

Vacancy Title: **Quality Accreditation Specialist**

Location: **Nadi**

Reports To: **None**

Objective

The Quality Accreditation Specialist coordinates Fiji Airports' participation in national, regional, and international accreditation programmes. The role ensures organisational achievements, improvements, and compliance activities are accurately documented and submitted. It involves monitoring accreditation criteria, tracking benchmarks, preparing submissions, gathering evidence across departments, and maintaining documentation to ensure ongoing accreditation readiness. Overall, the position strengthens Fiji Airports' credibility by supporting compliance with quality, safety, environmental, operational, and service standards. THIS role reports to the Manager Planning, Monitoring and Evaluation.

Outcomes

Organisational Stakeholders

1. Strategy Execution & Coordination

- Leading and coordinating Fiji Airports' submissions for national, regional, and international accreditation programs.
- Collaborating with internal teams to gather evidence, performance data, and organisational narratives for accreditation applications.
- Ensuring accreditation submissions accurately reflect and support Fiji Airports' strategic objectives and corporate priorities.
- Tracking accreditation timelines, requirements, and deliverables to ensure timely and high-quality submissions.

2. Compliance & Standards Management

- Monitoring and maintaining compliance with key international standard certifications.
- Working collaboratively with operational departments to ensure adherence to international standards.
- Supporting audit readiness by preparing, reviewing, and updating certification documentation.
- Assisting in maintaining continuous compliance with ISO standards or equivalent frameworks.

3. Stakeholder Engagement

- Working closely with Management and the Executive Leadership Team to compile and validate information for accreditation submissions.
- Liaising with external consultants, auditors, and accreditation bodies to clarify requirements, coordinate assessments, and provide supporting evidence.
- Facilitating communication between departments to ensure alignment, accuracy, and completeness of information.

4. Evidence & Documentation Management

- Maintaining systematic and organised records of achievements, operational improvements, innovations, and compliance milestones.
- Collecting and cataloguing press releases, corporate communication materials, photos, and performance datasets relevant to accreditation criteria.
- Ensuring all documentation is accessible, compliant, and aligned with accreditation requirements and ISO quality management standards.

5. Continuous Improvement

- Identifying areas to strengthen Fiji Airports' competitiveness in accreditation categories and international quality certifications
- Monitoring emerging trends and changes in accreditation criteria to ensure proactive compliance and readiness for innovation
- Recommending improvements to internal processes, documentation systems, and cross-departmental coordination
- Tracking feedback from accreditation bodies and certification agencies to inform future submissions and support organisational learning
- Disseminating findings and lessons learned from accreditation audits to operational teams to drive continuous improvement

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
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

Competence	Description
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

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.

People

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.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
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.
Global Environment	Respond to globally driven changes in the organisation's environment.
Research	Apply formal research methodologies.
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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Business Administration, Laws, Public Administration or similar, Communications, Aviation Management	or a related field.

Work Knowledge and Experience

- 5-7 years' experience in accreditation, quality assurance, compliance, certification management, or related field.
- Experience in accreditation coordination, certification management, compliance, quality assurance, or auditing is an advantage.
- Strong experience in documentation, report writing, and evidence management.
- Experience with ISO standards, aviation compliance frameworks, or organisational accreditation processes is desirable.
- Proficiency in Microsoft Office Suite and document management systems.
- Experience working in cross-functional environments or stakeholder-driven projects.

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institution

Regulatory Compliance Requirements

- Driver's License
- Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		

Type	Interaction	Comments
	Executive Management Team	
	Finance Team	
	Team Leaders and Supervisor	
	PODC Teams	
	Finance	
	Risk Compliance	
	Legal Team	
External		
	External Consultants	
	Accreditation	
	Certification Agencies	

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

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.
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.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

–

Contact for Enquiries

Contact Name: Leonarda Patterson

Contact Email: leonarda@maxumise.com

Further Contact Information: +6797733137

Closing Date: 22 Mar 2026