
Position Description

Vacancy Title: **Quality Accreditation Specialist**

Location: **Nadi**

Reports To: **Manager Planning, Monitoring and Evaluation**

Objective

The Quality Accreditation Specialist strengthens Fiji Airports' standing for excellence by coordinating national, regional, and international accreditation programmes and ensuring organisational achievements, improvements, and compliance efforts are accurately represented. The role supports accreditation readiness through evidence collection, performance tracking, and application of quality frameworks across departments. The role reports to the Manager Planning, Monitoring and Evaluation.

Outcomes

Organisational Stakeholders

1. Accreditation Management & Submission Coordination

- Accreditation submissions completed and submitted within required timelines ensured.
- Accreditation assessments achieved with high compliance scores ensured.
- Targeted accreditations attained or renewed annually ensured.
- Accreditation cycles completed with zero missed deadlines ensured.
- Year-on-year improvement in accreditation scoring or recognition level achieved.

2. Compliance & Certification Readiness

- Full readiness for internal and external audits maintained.
- Certification audits completed with zero major non-conformities recorded.
- Audit findings closed within agreed corrective action timelines achieved.
- Continuous compliance with ISO or equivalent certification standards maintained.
- Compliance documentation reviewed and updated quarterly ensured.

3. Evidence & Documentation Management

- Accreditation-related documentation catalogued and stored to required standards ensured.
- Evidence repository updated quarterly maintained.
- Required documentation retrieved within designated timeframes ensured.
- Documentation gaps eliminated during audits ensured.

4. Stakeholder Coordination & Engagement

- Departmental inputs received within agreed timelines achieved.
- Coordination meetings conducted on scheduled cycles ensured.
- Rework reduced through accurate and complete submissions achieved.
- Submission quality validated through positive management feedback ensured.

5. Continuous Improvement & Benchmarking

- Improvement initiatives recommended annually achieved.
- Annual benchmarking analysis against accreditation standards completed.
- Lessons-learned reporting after each accreditation cycle completed.
- Process efficiency and documentation turnaround improved year-on-year achieved.

6. Teamwork and Collaboration

- Participation in cross-departmental coordination ensured, supporting timely provision of evidence, data, and inputs for accreditation submissions.
- Professional and courteous engagement with internal and external stakeholders maintained, strengthening collaboration and supporting accurate accreditation documentation.
- Liaison with departments conducted effectively, ensuring alignment, completeness, and adherence to accreditation and compliance requirements.

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	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
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	
Quality Focus	Deliver quality.
People	
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

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.
- Proven experience in documentation, report writing, and evidence management.
- Experience working within cross-functional environments or projects driven by multiple stakeholders.
- Experience with ISO standards, aviation compliance frameworks, or organisational accreditation processes is desirable.
- Proficiency in Microsoft Office Suite and document management systems.
- Prior involvement in accreditation coordination, certification management, or auditing desirable.

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		
	Executive Management Team	
	Finance Team	
	Team Leaders and Supervisor	
	PODC Teams	
	Finance	
	Risk Compliance	
	Legal Team	
External		

Type	Interaction	Comments
	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

Applications must be submitted through the Maxumise Job Portal using the provided link. 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. They should also provide 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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Further Contact Information: Maxumise: +679 330 3137 or +679 773 3137, or email jobs@maxumise.com

Closing Date: 25 Mar 2026