

Position Description

Vacancy Title: **Executive Manager Air Safety**

Location: **Nadi**

Reports To: **Chief Executive (v 1.01)**

Objective

The Executive Manager Air Safety (EMAS) provides strategic leadership and executive oversight of the Air Safety Department (ASD), encompassing Flight Operations, Dangerous Goods and Airworthiness. The role is responsible for the effective safety oversight of all regulated aviation activities in Fiji that fall under the oversight of the ASD, ensuring alignment with ICAO Standards and Recommended Practices (SARPs), national aviation legislation, and CAAF's strategic objectives. The EMAS serves as a principal technical adviser to the Chief Executive on all matters relating to aviation safety policy, regulatory oversight, and industry compliance. The role holds statutory delegations as an Authorised Person under the Fiji Air Navigation Regulations. The role reports to the Chief Executive.

Outcomes

Organisational Stakeholders

1. Strategic Leadership and Organisational Contribution

- Lead the Air Safety Department's contribution to CAAF's strategic/corporate planning cycle, including the development and implementation of departmental strategies, work plans, and operational priorities aligned to the Strategic/Corporate Plan.
- Provide timely and evidence-based technical and strategic advice to the Chief Executive and Board on aviation safety policy, ICAO obligations, and regulatory developments.
- Monitor and assess amendments to ICAO Annexes; recommend consequential changes to national legislation, standards, and departmental procedures.
- Identify and develop new regulatory initiatives, organisational efficiencies, and innovation opportunities to strengthen CAAF's safety oversight capability.
- Lead risk management strategies within the Air Safety function and ensure the department maintains alignment with CAAF's enterprise risk framework.
- Promote a culture of safety, compliance, and continuous improvement across the aviation industry and within the ASD.

2. Regulatory Oversight and Compliance

- Direct and oversee the regulatory certification, surveillance, and enforcement of all air operators, aircraft maintenance organisations (AMOs), and associated entities in accordance with applicable ICAO standards and national legislation.
- Ensure the Civil Aviation Aircraft Register is accurate, current, and reflective of all ownership and airworthiness data as required by law.
- Establish and maintain effective systems for continued airworthiness monitoring, incorporating manufacturer and type certificate holder guidance.
- Oversee the investigation of safety occurrences, breaches of regulations, and non-compliance events; ensure timeliness and effectiveness of corrective and preventative actions, and that appropriate enforcement action is recommended and implemented.
- Ensure the ASD's surveillance and audit programme is executed on schedule, with findings documented, tracked, and closed in accordance with CAAF procedures and international standards.
- Administer exemptions and regulatory delegations in accordance with established procedures and documented risk assessments; maintain accurate records thereof.
- Maintain CAAF's ISO accreditation requirements as they apply to the Air Safety function.

3. Safety Standards Ensured

- Lead the certification of commercial and private air transport operators and supporting organisations to prescribed standards.
- Direct the development and review of regulations, standards, exemptions, and enforcement strategies relevant to flight operations, airworthiness, dangerous goods, and cabin safety.
- Ensure the State Safety Programme framework is implemented and that Safety Management Systems (SMS) obligations are monitored across the regulated industry.

4. Effective Human Capital Management

- Lead, manage, and develop a high-performing Air Safety Department; ensure the team maintains the technical competencies required for effective safety oversight.
- Develop and implement the ASD annual work plan, training plan, and budget, and monitor performance against approved targets.
- Oversee performance management across the ASD; conduct and support timely, fair, and constructive performance appraisals.
- Drive succession planning, career development pathways, and targeted training programmes for inspectors and technical staff, including alignment with CBTA requirements.
- Provide active mentorship to Senior Inspectors and other direct reports; support the professional development and independence of all ASD staff.
- Maintain appropriate staffing levels and ensure role descriptions and employment documentation are current and accurate, in partnership with Human Resources.
- Cultivate a workplace culture anchored in CAAF values, mutual accountability, collaboration, and continuous improvement.

5. Governance and Institutional Standards

- Ensure all ASD functions and outputs comply with applicable legislation, CAAF policies, governance frameworks, and ICAO standards.
- Maintain sound records management practices for audit findings, investigation reports, and safety data to enable meaningful trend analysis and informed decision-making.
- Uphold professionalism and integrity in all interactions with the CE, Board, and external parties; give effect to Board resolutions and executive directives as applicable to the ASD.
- Promote and model good corporate governance practices within the ASD and across the organisation.

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
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
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
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	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Learning	Develop the competencies of self and others to enhance performance.
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.
Technology Application	Apply technology.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Bachelor's Degree	Aviation, Aircraft Engineering	or a related technical field. A current or former Pilot's Licence or Aircraft Maintenance Engineer's Licence may be accepted in lieu of a first-level university degree.
Desirable		
Masters Degree	Management Studies, Aviation	or a relevant discipline is an advantage.

Work Knowledge and Experience

Minimum five (5) years of operational experience as an aviation inspector within a Civil Aviation Authority or equivalent regulatory body.

Minimum ten (10) years of aviation industry experience, of which at least five (5) years must be in a leadership or managerial role.

Demonstrated experience in strategic planning and the delivery of organisational objectives at departmental or enterprise level.

Proven experience in aviation regulatory oversight, audit, investigation, and enforcement.

Comprehensive knowledge of ICAO Conventions, Annexes, Documents, and Manuals, including Annex 1 (Licensing), Annex 6 (Operations), Annex 8 (Airworthiness), Annex 19 (SMS), and associated procedures.

In-depth knowledge of Fiji's Civil Aviation Act, Air Navigation Regulations, and associated regulatory instruments.

Sound knowledge of Safety Management System (SMS) frameworks and the State Safety Programme (SSP) structure.

Working knowledge of Competency-Based Training and Assessment (CBTA) principles as applicable to aviation personnel.

Effective communicator – written and verbal – with the interpersonal capability to engage credibly with internal and external stakeholders, including senior government officials and international bodies.

Ability to provide authoritative technical advice and expert guidance to Management, the Board, and industry.

Demonstrated capacity to lead and develop diverse technical teams, with a commitment to staff growth, mentorship, and succession planning.

High standards of professional integrity, resilience, accountability, and decisiveness.

Requirements

Language Proficiency

Excellent command of written and spoken English

Professional Associations

Membership of appropriate Professional Institution

Regulatory Compliance Requirements

Driver's License

Police Clearance

Medical Clearance

Relevant certifications, authorisation, registrations, and licenses may be required.

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Chief Executive Officer	
	Air Safety Department	
	CAAF Board	
External		
	Customers	
	Suppliers	
	Relevant Stakeholders	
	Relevant Government Ministries	
	Statutory Authorities/Regulators	
	Aviation Industry	
	Other Civil Aviation Authorities	

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.

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

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

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.
Initiative	Takes action and makes decisions without the help or advice of other people.

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 Jul 2026