



Airports Fiji Limited (AFL), a Government Commercial Company in the business of operating airports and providing air traffic management facilities and services in Fiji, provides challenging and rewarding employment opportunities in the aviation industry. We invite applications from self-motivated, suitably qualified and experienced persons for the following vacant position to join the Engineering and Infrastructure Division at Nadi Airport, Fiji.

VACANCY No. 02/2012 MANAGER BUILDING & CIVIL WORKS

This is a senior position within the company and the incumbent will be directly reporting to the General Manager Engineering & Infrastructure for the following principal responsibilities:

PRINCIPAL RESPONSIBILITIES

- To develop and implement policies and programmes, competitive pricing strategies and operational cost control mechanisms to achieve targeted rates of return on those assets for which the Position has responsibility over.
- To co-ordinate and control the resources of the department, including the teams of engineering and drafting staff, plumbers, carpenters and other maintenance/major project contractors, providing coaching, mentoring and counseling to all employees, as appropriate.
- To manage the building, civil works and aerodromes engineering & maintenance functions in the core businesses of Airports and Air Navigation Services/ Air Traffic Management thus ensuring that all related infrastructure are constantly available and maintained in accordance with ICAO and CAAFI regulations to allow them to meet, at reasonable cost and in a timely fashion, the present and likely future needs of our customers.
- To effectively manage purchasing and control of stock and equipment to meet the requirements of the department, while minimizing costs and employing “just in time” procedures, where appropriate.
- To ensure that the Department operates and performs efficiently, effectively, timely and safely with minimum disruption to airport operations.

- To regularly monitor and review all policies and procedures covering the use, modification, enhancement or replacement of building and civil engineering assets, and to ensure that appropriate policies are promulgated, so that the associated procedures are known and followed by all employees, consultants, contractors and where appropriate, users.
- To assist the new management team in the process of change and to drive the company forward towards a vibrant and successful business entity for its shareholder.
- To effectively manage and administer the entire Building and Civil Works Department (approx. 30-40 employees) with regards to training, performance management, industrial and employee relations and other human resources issues.

QUALIFICATIONS & EXPERIENCE REQUIRED

- A Degree in Civil Engineering in the field of civil infrastructure (roads, highways, airport runways and pavements), or a similar qualification from a recognized institution is a pre-requisite.
- A minimum of at least 10 years of work experience at a managerial level is essential with a recognized organization.
- A facility/asset management experience with direct supervision of large, multi-skilled maintenance workforce is essential.
- Corporate membership of Fiji Institute of Engineers or other recognized institutions will be an added advantage.
- Must have strong communications skills, with good interpersonal skills and commitment to meet and exceed customers' expectations to successfully achieve the organization's core objectives.
- Good computer knowledge and skills is a must.
- A working knowledge of relevant aviation laws, regulations and standards (Annex 14 in particular) would be a distinct advantage.

TERMS & CONDITIONS

The Terms and Conditions of employment (including remuneration) will be discussed with prospective candidates at the time of the interview.

Applications outlining personal details, curriculum vitae, three referees (with telephone contacts) are to be clearly marked **“Vacancy No. 02/2012 - Manager Building & Civil Works”** and addressed to:

**Chief Executive Officer
Airports Fiji Limited
Private Mail Bag
NADI AIRPORT**

Closing date for applications: - **4.00pm, 03rd February 2012.**