



**ENGINEERING & INFRASTRUCTURE DIVISION
BUILDING & CIVIL WORKS SECTION**

**VACANCY # 18 /2013 – PROJECT ENGINEER
(Nadi Airport x1), (Outer Islands x1)**

Airports Fiji Limited (AFL) is a Government Commercial Company in the business of operating airports and providing Air Traffic Management facilities and services in the Fiji Islands and provides challenging and rewarding employment opportunities in the aviation industry.

We are looking for someone with suitable qualifications and experience for the position of Technical Officer Drafting to be based at Nadi Airport.

TERMS & CONDITIONS

This will be a Contracted position and the terms and conditions of employment will be discussed with prospective candidates at the time of interview.

The written applications must be submitted together with the **AFL Employment Application Form** (*which can be downloaded from the Company website www.airportsfiji.com or collected from the AFL HR Office at Nadi Airport*) and clearly marked:

“Vacancy No.18 / 2013 – Project Engineer” and addressed to:

The Chief Executive Officer
Airports Fiji Limited
Private Mail Bag
Nadi International Airport

OR hand delivered at our ‘Registry Office’ located at the AFL Headquarters, AFL Compound, Namaka, Nadi, **no later than 4pm on Friday, 15th March 2013.**

JOB DESCRIPTION

POSITION TITLE:	<u>PROJECT ENGINEER</u>	POSITION HOLDER:	<u>VACANT</u>
REPORTS TO:	<u>MANAGER BUILDING & CIVIL WORKS</u>	LOCATION:	<u>NADI AIRPORT</u>
DIVISION:	<u>ENGINEERING & INFRASTRUCTURE</u>	DEPARTMENT:	<u>BUILDING & CIVIL WORKS</u>

Purpose of the Role:

The Project Engineer - BCW will be responsible, through designated subordinates or contractors, for the constant availability of effective and efficient infrastructural facilities (such as buildings, runways, aprons & taxiways and their associated assets) at all airports and airfields of the company.

The incumbent will participate in the management of the infrastructure business unit of Airports Fiji Limited and ensure that human and other resources are always in place to successfully meet the requirements imposed, in his area of responsibility, by the company's stated mission and goals. He will contribute to the compilation of annual business plans and statements of objectives, which will direct the division's activities to the end.

Key Accountabilities:

1. To provide effective and efficient support services to Core Business Activities by maintaining all airports terminal buildings, runways, car parks and all other infrastructure to specified standards and legal requirements.
2. To develop project plans and implement those plans for upgrading and or refurbishments of all infrastructures and ensure compliance with CAAFI statutory requirements.
3. To proactively participate in the development of Project ROIs, tender assessment and contract administration of aerodrome and engineering related projects.
4. To provide inputs in development of capital and operating expenditure budgets and cause expenditure in accordance with approved plans and programmes. To monitor capital and operating budget and provide periodic financial reports on projects and other on-going activities of the Section.
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6. To implement performance management systems within the Section in liaison with Manager Human Resources and Administration
7. To ensure compliance with Occupational Health and Safety Act 1996 and other related legislations.
8. To develop and maintain effective programmes of communication with representatives of airport and airfields users, and with local community representatives; and to foster excellent, cooperative attitudes between the staff and contractors of AFL and its partners in the provision of airport services.

9. To manage staff and contractors so that all are aware of the need for high standards of service so that the specified standards are reached and maintained. To engage, as necessary temporary staff to cope with unusual periods of demand on airport or airfield services, and to manage their activities.

Key Challenges / Decisions / Success factors:

- Must develop a sense of organizational ownership by effectively measuring how each project contributes to the strategic objectives of the organization
- Identification of user specifications and systems requirements
- Effective relationship management
- Planning of activities well in advance; prioritizing, organizing and scheduling events, activities and resources so that work is completed in full, on time and efficiently.
- Able to focus deeply on researching, developing and specifying systems that deliver required functionality and performance
- Working with complex technical data & calculations
- Staying abreast of developments in relevant technologies

Direct Reports: Engineering Assistant

Qualifications, Professional Knowledge and Experience (essential):

- A degree in Civil Engineering and 5 years of relevant work experience
- Good knowledge of MS Project
- A comprehensive knowledge of relevant legal regulations and ICAO standards
- Well developed organizational and interpersonal skills
- Ability to accept responsibility and work to defined deadlines
- Well developed English verbal and written communication and interpersonal skills
- Must possess comprehensive knowledge and skills in supervising staff and relevant experience in the effective use of resources to achieve set outcomes within approved budget and timelines.
- Must possess a valid driving license with a clean driving record
- Project Management skills
- Computer knowledge in Microsoft office and auto cad is essential
- Any knowledge on Micro strain, Strand7 or any structural design software would be of added advantage
- Must have sound knowledge of building products and cost
- Knowledge of health and safety procedures on building sites
- Excellent People management skills

Key Relationships:

Internal:

- GM Engineering & Infrastructure
- Manager Building & Civil Works
- Engineering & Infrastructure Divisional team members

External:

- Stakeholders
- CAAFI
- Contractors
- Government Ministries