

POSITION TITLE:	<u>MANAGER ELECTRICAL & MECHANICAL SERVICES</u>	POSITION HOLDER:	<u>VACANT</u>
REPORTS TO:	<u>GM ASSETS & INFRASTRUCTURE</u>	LOCATION:	<u>NADI AIRPORT</u>
DIVISION:	<u>ASSETS & INFRASTRUCTURE</u>	DEPARTMENT:	<u>ELECTRICAL & MECHANICAL ENGINEERING SERVICES</u>

Purpose of the Role:

The Manager Electrical and Mechanical Services role is to manage the electrical and mechanical services department and facilities in line with the Company’s policies, corporate plan and business plan.

Key Accountabilities:

Strategic Planning & Development

- To develop short to long term strategies for E&M and implement tools to achieve the objective.
- To develop and implement electrical and mechanical (E&M) policies and programs ensuring the effective operation of equipment.
- To develop and implement sound policies and programs, competitive strategies and business innovative solutions for the department to be competitive and meet its defined functional role and responsibility.
- To develop and monitor the E&M policies and standard operating procedures to ensure any enhancements, modification or E&M engineering assets replacements are completed in a timely fashion.

Operational Management and Compliance

- To manage and maintain all the E&M equipment and facilities in accordance with International Civil Aviation Organization (ICAO) and Civil Aviation Authority of Fiji (CAAF) regulations.
- To ensure staff are fully trained in accordance with the ICAO and CAAF standards to ensure an effective and capable workforce and high-quality maintenance level is achieved.
- To improve the electrical & mechanical service quality to ensure provision of excellent and timely customer services.
- To provide the appropriate facilities, systems & equipment for all FA departments to always have reliable E&M services
- To oversee the timely conduct and completion of E&M maintenance processes, development and competency of staff and proper monitoring and control system to meet the target facility availability and the organization benchmark.

Leadership & Department Management

- To lead and manage the electrical and mechanical department in meeting its targets and ensuring a productive and empowered workforce.
- Overall responsibility of the department operating the capital budget formulation, implementation and control.
- To carry out any other duties within scope of the role or related as assigned by the GMEI or the Executive Chairman from time to time.

Innovation & Problem Solving

- Thinking outside the box and innovatively looking at solutions; identifying risks and opportunities; understanding the value of time (the factor “T”) in business and commerce; understanding importance of “timing “or “timely”

action; understanding “leverage” changes over time; using the said factors to “negotiate” successful outcomes; continually expanding on the said attributes and growing from it

Key Challenges / Decisions / Success factors:

- Time, leverage, risk opportunities, negotiations, solutions, delivering, deciding, growing from this
- Recommend and agree on efficient and effective system performance, facilities and equipment
- Continuous improvement to work processes
- Effective implementation of new projects

Direct Reports: All Electrical & Mechanical Staff (Nadi and Nausori Airport)

KEY PERFORMERS INDICATORS

KEY RESULT AREA (KRA)	KEY PERFORMANCE INDICATORS (KPI's)
EQUIPMENT & FACILITIES	<ol style="list-style-type: none"> 1. Reliability and availability of equipment /systems 2. Scheduled maintenance activity 3. Asset Management Plan 4. Equipment Replacement & New System (on need basis) 5. Restoration of Power Supply to ATM services shall be 15 seconds. 6. Restoration of service to stakeholders shall be minimum of 15 minutes
COMPLIANCE AND TRAINING	<ol style="list-style-type: none"> 1. Approved Maintenance Organization (AMO) certification 2. Achievement of Aeronautical Facilities Trainee permit for identified staff 3. Licensed Personnel (AFTL) as per training plan 4. AFTL renewal on time 5. Resolution of safety concerns in a timely manner
PEOPLE MANAGEMENT	<ol style="list-style-type: none"> 1. High performance culture 2. Improvement in staff disciplinary cases 3. Improvement in Punctuality 4. Improvement in Leave issues 5. Staff commitment to Health and wellness program 6. An effective Departmental Succession plan 7. Staff Training as per Training Needs Analysis 8. Optimum Manpower level

Qualifications, Professional Knowledge and Experience (essential):

- Bachelor’s degree in Electrical Engineering, Mechanical Engineering or a related discipline with 10 years’ experience in electrical and mechanical engineering roles, with significant portion in a management or supervisory role (preferably within an Aviation Electrical and Mechanical field).
- Strong knowledge of electrical and mechanical systems, including equipment maintenance, facilities management and system operations.
- Strong leadership and team management skills with a proven ability to lead, mentor and develop teams.
- Strong problem solving and analytical skills with the ability to innovate and think strategically.
- Ability to strategize the department’s short, mid to long term objectives and KPI’s.
- Experience and ability to communicate effectively in a complex technical environment.
- Comprehensive knowledge of the contemporary aviation environment and demonstrated ability to formulate sound strategic plans and programs to effectively deliver corporate goals.

**Personal Attributes**

- Problem Solving mindset – approaches challenges with proactive, creative solutions.
- Attention to Detail – Ensures accuracy and thoroughness in all technical aspects
- Accountability and Resilience – Remains flexible and calm under pressure and change.
- Strategic Thinker – Aligns short- and long-term goals with broader business objectives
- Strong Communication Skills – Communicates clearly with both technical and non-technical stakeholders
- Innovation and Curiosity – Seeks out and embraces new technologies and solutions.

KEY RELATIONSHIP

Internal: AFL Executive and Management Team and sectional heads

External: CAAFI, ICAO, Airport Stakeholders & Tenants