



POSITION ADVERTISEMENT

HEAD OF CORPORATE SERVICES

- **An exciting opportunity to work in a collaborative and regionally based aviation safety and security oversight organisation established to serve our members, the signatories to the Pacific Islands Civil Aviation Safety and Security Treaty (PICASST).**
- **Position open to all applicants.**
- **Position based in Port Vila, Vanuatu**

1. Background

Pacific Aviation Safety Office (PASO) is committed to providing continuous improvement in the quality of aviation safety and security oversight services to our members states to comply with international standards, as required under the ICAO Conventions.

Our headquarters is based in Port Vila, Vanuatu. PASO Member States includes Cook Islands, Kiribati, Nauru, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu. We also have a strong relationship with Australia, Fiji, and New Zealand who serve on the PASO Council of Directors.

2. The Position

Reporting to the General Manager, the Head of Corporate Services makes a significant contribution to the overall success of PASO. The role has the following core areas of responsibility, which involves leading the:

- Overall Corporate Service operation
- Quality Management System
- Council Secretariat function

This role is responsible for the effective day to day management of the PASO Head Office. This will involve managing the entire Corporate Function which comprises of Human Resources, Office Administration, Training, Finance, Strategic and Business Planning and Reporting, and the Council Secretariat function. The role also is responsible for the successful performance of the Quality Management System.

The Head of Corporate Services is a key member of the Senior Management Team and is expected to make a significant contribution to the overall success and direction of PASO through the responsibilities in the position but also in working with their peers.

The Head of Corporate Services will have the ability and experience to motivate and drive the PASO teams to achieve both the overall PASO targets and key performance objectives. Strong people management skills are also essential to encourage personal development and ensure employee engagement is always maintained and motivate staff.

3. Outcomes and Objectives

- Successful performance of the Corporate Services Operation, through a range of functions and accountability areas, ensuring that all internal day-to-day matters are delivered professionally, in a timely manner and to a high standard.
- Deliver and maintain a Quality Management System (QMS) where the set of policies, work processes, procedures, forms, checklists, and records for all aspects of PASO that is vital to the overall performance of PASO.
- Provides advice and governance support to the PASO Council ensuring all matters relating to the administration of the affairs of the Council, including secretarial support are managed in an effective and productive manner.
- Be part of the Senior Management Team for ensuring the overall success and future direction of PASO.
- Managing the entire Corporate Function with four direct reports and leads a Corporate Team that totals 10.

4. Essential Selection Criteria:

- Hold a relevant qualification from a recognised tertiary institution.
- Have proven management experience and an in-depth understanding of business systems.
- A minimum of 7 years of relevant financial experience.
- Proven leadership experience in achieving strategic goals and objectives in a complex environment, especially where high levels of customer focus and stakeholder engagement are involved.
- Experienced at working in donor- funded, not for profit business.
- Experience interacting successfully with government officials, key stakeholders, and third-party representatives.
- Strong analytical skills with ability to present relevant information in a clear and concise manner.
- Recognises the “big picture” in issues and attend to detail when required.
- Has experience in, understands, and can work within appropriate legislation.
- Keeps abreast of trends and issues across the civil aviation sector and related areas (across the Pacific and overseas), knows when and where to go and get knowledge and expertise.

Desirable Expertise

- Knowledge of and/or experience in the aviation industry would be an advantage.
- Knowledge of and/or experience working in the Pacific would be an advantage.

5. Salary, Terms and Conditions

Contract Duration – Until 30 June 2026 – subject to renewal depending on funding and performance.

Remuneration – The Head of Corporate Services is a Tier 2 position, with a starting annual base remuneration of NZD\$100,000 to NZD\$120,000 per annum. An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Income tax is not applicable in Vanuatu; therefore, remuneration of local and expatriate PASO staff is not subject to income tax.

Benefits for International employees based in Vanuatu – PASO provides establishment and repatriation grant, relocation and repatriation allowance for the employee and dependents including shipment of personal effects, temporary accommodation for up to two weeks on arrival and one week on departure.

6. How to Apply:

Interested applicants for the above position may send in their applications and CV addressed to:

The General Manager
 Pacific Aviation Safety Office
 PO Box 139
 Port Vila
 Email: employment@paso.aero

Applications close: Friday, 12th April 2024 at 11:59pm (Vanuatu Time)