



**MINISTRY OF INFORMATION, COMMUNICATION, TRANSPORT AND  
TOURISM DEVELOPMENT**

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**Director of Airport Services**  
**TERMS OF REFERENCE**

**Background**

This position sits at the top of the Airport organizational structure, with specific focus in leading the management team of the airport to become an Authority and to run commercially. The primary role is to manage the Airport and direct advisor to report to the Honourable Minister and later to the Board of Directors once the Airport Authority Act is established. The Director of Airport Services is responsible for planning, formulation of a competitive strategic, leading, marketing, upgrading business status, and expanding the airport services to outer islands. The successful applicant must have highly leadership skills, vast experience in the airport industry (regional and international), and successful track record in managing airports and proven competency in the use of a range of software packages such as Microsoft Office. In addition, the successful applicant will work independently with minimal supervision whilst providing direction and training to the middle management team. Due to the nature of the job and the environment, he/she may be asked to pick up more responsibilities on other tasks that are not in the primary role and may asked to help out in other areas within the Airport and Ministry of Information, Communication, Transport and Tourism Development (MICTTD).

**Employment Objectives:**

1. To upgrade the standards of the international and domestic airports to regional and international standards
2. To improve safety and other services around the airport complying to International regulations.
3. Increase Airport's revenue and maintain community obligations.
4. Develop and formulate Airport's Strategic Plan
5. Develop and formulate 20 years Master Plans for Airport aligning it with MICTTD strategic plans
6. Develop business competitive strategy both domestically and internationally.

**Key Tasks and Responsibilities**

- To provide leadership and management to the entire Airport
- To provides strategic advice to the Board of Directors
- To provide update to the Honourable Minister and Permanent Secretary
- Day to day management of Airport
- Monitor the progress of Airport operation
- Supervise and provide guidance to the middle managers.
- Ensuring staff are adequately trained, working within regulatory requirements
- Adhering to the national shipping guidelines
- You will be responsible for checking corporate plans and ensuring that they are followed and are up to date.
- Implement best management practices whilst continuously reviewing and improvement of processes to ensure best business practice is maintained based on sound evidence.
- Provide staff management across the team including training needs analysis, performance reviews, and maintaining shift, and leave calendars.
- Provide reports to the Board of Directors

- Development and management of a strategic business plan/protocol.
- Ensure that all other departmental managers play their role in accordance to the company's role descriptions.
- Drafting of all policy and corporate documents to the board
- Evaluation of business strategic activities Negotiation.
- Execution of Board's decisions efficiently
- Non-Disclosure of Agreements, Sales / Purchasing Agreements, Sub-contracts, Consulting Agreement, Licensing Agreements, Master Agreements, review of customer proposed terms and conditions.
- Design and Distribution Agreements (resellers, agents, joints marketing etc.
- Ensure that both Commercial and Public (Government and Local Councils) interest are addressed without affecting Airport's revenue.
- Able to Contracting complementary services to boost Airport's operation.
- Serve as the point of contact for customers on contractual matters.
- Act as contractual "middleman" between company employees and customers, ensuring timely review and approval / reconciliation of variations.
- On all standard and non-standard contracts, provide redlined recommendations and often negotiate directly with customer attorneys or purchasing staff until consensus has been reached.
- Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects
- As needed, provide guidance on contract matters to departmental managers or other operational staff, including training to new project managers and other employees in contracting practices and procedures.
- Develop and implement procedures for contract management and administration in compliance with company policy. As appropriate, contribute to or influence company policies.
- Monitor compliance by company employees with established procedures. Identify areas of recurrent pressure.
- Work out Risk Management strategy / Finance to coordinate contractual insurance requirements.
- Work with Government to ensure adherence to broader finance and risk requirements such as revenue recognition, pricing and discounting policies, etc.
- May include 'financial engineering' and understanding / evaluating economic impact of terms and term options.
- Support departmental Management / marketing to ensure company services are offered with appropriate, competitive terms and conditions
- Monitor competitive terms. Monitor customer satisfaction with our terms and conditions and contracting practices. Recommend changes.
- Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.
- Handle on-going issue and change management
- Monitor transaction compliance (milestones, deliverables, invoicing etc.)
- Oversee Service Level Agreement Compliance
- Ensure contract close-out, extension or renewal.

### **Qualifications and Experience**

Applicants should meet the following minimum qualifications, experiences, and attributes:

- Have Airport Management qualifications and extensive work experience in Regional and International Airports with desirable knowledge on Civil Aviation Regulations;
- Have expertise and strong knowledge of regional and international conventions;
- Possess good aviation skills and knowledge, and competent to undertake and supervise staff.
- Possess strong leadership skills, mature, and can deal and resolve difficult interpersonal relations;

- Excellent communication skill including both written and spoken English.
- Good knowledge and respect of the Kiribati culture (another advantage)
- Willing to work in a team with management and staff.
- Capable of providing political advices to the Honourable Minister and Secretary when needed from time to time
- Conscientious and proactive with an ability to meet deadlines.

**Terms and Location**

The Director will sign a contract initially for a probation period of 6 months starting from \_\_\_\_\_ or as soon as the post is needed. The post will be on a contract basis, renewable every 3 years based on satisfactory performance. He / She will be based at the Airport in Bonriki. Working conditions will be in line with the Government's conditions of service for its employees.

**Remuneration:**

The salary package of the position is AUD \_\_\_\_\_ pa as per contract which is negotiable for increase depending on the achievements or outputs and performance.

**Starting Date:**

The Contract will commence from \_\_\_\_\_ and ends on the \_\_\_\_\_.