



MINISTRY OF LOCAL GOVERNMENT

JOB DESCRIPTION: DRIVER (WESTERN DIVISION)

CORPORATE INFORMATION

1. Position Level: Band B
2. Wage Rate: \$5.37 to \$6.89 per hour (minimum 44 hours with some overtime if required)
3. Duty Station: Lautoka (travel to Provinces and districts when required)
4. Reporting Responsibilities;
 - a) **Reports To:** Principal Town Planner (West)
 - b) **Liaises with:** Ministry staff and Executives
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position provides reliable and safe transportation/driving services for Ministry Staff and Executives.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following responsibilities:

1. Provide reliable and safe driving services to Ministry's staff.
2. Ensure vehicle is clean, well maintained and regularly serviced;
3. Work after hours, weekends and public holidays when required;
4. Able to travel out of Suva for official work;
5. Deliver and uplift correspondences and other items to/from stakeholders on behalf of the Minister's and Permanent Secretaries.
6. Ensure that the vehicle running sheet is updated daily with the correct information required;
7. Provide office support to the Minister's, Permanent Secretaries and Executive team when not driving. This includes reception duties, filing and photocopying, answering telephones and preparing refreshments.
8. Actively contribute to the corporate requirements of the Ministry and administrative activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:-

1. Adherence to the Ministry's Transport Policy;
2. All required records maintained to standard;
3. High level of Customer Service provided; and
4. Contributions to corporate requirements meet/exceed expectations.

PERSON SPECIFICATION

In addition to a pass in Year 12 of Fiji School Leaving Certificate [FSLC] exam a full and clean group 2 driving license and a defensive Driving Certificate, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 4 years' practical driving provision of transportation services to senior executive level staff within a large organisation.
2. At least 2 years' experience providing basic administrative support
3. Knowledge of the Land Transport Authority (LTA) Regulations.
4. Practical working experience of vehicle maintenance and minor repairs
5. Understanding of protocols and customs in the various Fijian communities

SKILLS AND ABILITIES

1. Sound written and verbal communication (& numeric) skills with the ability to liaise and interact effectively with all levels of staff.
2. Ability to drive defensively at times whilst adhering to the required LTA road rules and regulations.
3. Ability to work with minimum supervision and work cooperatively as part of a team, to efficiently manage transport requirements.
4. Ability to maintain confidentiality.
5. Service oriented approach, including being polite and neatly presented in the course of duties, with a commitment to supporting the operational and corporate environment of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment must be a good character with a background that demonstrates their commitment to the Civil Service values contained in the 2013 Fijian Constitution. Applicants must also be Fijian Citizens, under Age 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministries are Equal Employment Opportunity Employers. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.