



# MINISTRY OF ECONOMY

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## **JOB DESCRIPTION: DRIVER (POOL)**

### **CORPORATE INFORMATION**

1. Position Level: Salary Band (B)
2. Salary Range: (\$5.37 - \$6.89) (minimum 44 hours with some overtime)
3. Duty Station: Suva, (travel to Province and Districts when required)
4. Reporting Responsibilities;
  - a) **Reports To:** Responsible Transport Officer
  - b) **Liaises with:** Ministry staff & Executives
  - c) **Subordinates:** Nil

### **POSITION PURPOSE**

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

### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the following responsibilities:

1. Provide a driver and messenger service in accordance to transport policy and LTA regulations;
2. Ensure proper recording of running sheets and vehicle log books in accordance to transport policy;
3. Ensure assigned vehicle is well maintained, cleaned daily and serviced on timely manner;
4. Provide general administrative support to the Ministry, including (but limited to) telephone calls, photocopying, filing and cleaning;
5. Identify, report and maintain occupational health and safety requirements;
6. Actively contribute to all corporate requirements of the Ministry.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All agreed driving services are delivered within agreed timeframes, and compliant with relevant transport policies
2. All vehicle and maintenance records are updated daily, and submitted within agreed timeframes
3. Effective and timely management and maintenance of vehicle equipment's compliant with Health and Safety

## **PERSON SPECIFICATION**

In addition to a pass in Fiji School Leaving Certificate (FSLC) exam or equivalent relevant work experience, a full and clean valid Group 2 driving license, Defensive Driving Certificate with clean driving record, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. At least 3 year experience as a professional driver (manual driving);
2. Knowledge of the Land Transport Authority (LTA) Regulations;
3. Practical working experience of vehicle maintenance and minor repairs;
4. Understanding of protocols and customs in the various Fijian communities.

### **Skills and Abilities**

1. Ability to achieve results personally and through effective team leadership or support
2. Demonstrated ability to plan and organize activities and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
6. Capacity to utilise computer programs to support daily operations
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **Personal Character and Eligibility**

All applicants for employment in the Ministries must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age 55 years, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

Advisory on Covid-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from Covid-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.