



DEPARTMENT OF LEGISLATURE



CORPORATE SERVICES DIVISION

JOB DESCRIPTION: DRIVER/MESSENGER

CORPORATE INFORMATION

1. **Position Level:** Band C
2. **Salary Range:** \$12,081.69 - \$15,489.35
3. **Duty Station:** Parliament of Fiji, Government Building, Suva
4. **Reporting Responsibilities:**
 - a. **Reports To:** Transport Officer
 - b. **Liases with:** Department staff, Executive Management, Members of Parliament and external customers
 - c. **Subordinates:** None

POSITION PURPOSE

The position provides reliable and safe driving services to the Department whilst maintaining the highest standards of discretion, integrity and sense of responsibility.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities:

1. Provide reliable and safe driving services to staff, Executives and approved clients of the Department;
2. Undertake daily maintenance checks, including timely cleaning, servicing and detailing to ensure vehicles are maintained at the highest standard and presentation at all times;
3. Update and maintain daily records of vehicle running sheets, as well as reports on maintenance and safety issues and submit to the Transport Officer in a timely manner;
4. Provide logistic support to the Department including the dispatch of mails and official correspondence to relevant organisations; and
5. Actively contribute to all corporate requirements of the Department, including unit planning, budgeting and quality initiatives.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely, effective and efficient provision of transportation needs for the Department;
2. Ensure timely reporting of servicing and inspection of vehicles;
3. Daily record of vehicle running sheets to be submitted to Transport Officer;
4. Timely reporting in accordance to Transport Policy; and
5. Active participation in all department activities and quality initiatives.

PERSON SPECIFICATION

A pass in Fiji School Leaving Certificate Examination with a valid Group 2 Driving License and Defensive Driving Certificate. In addition to the above academic qualification (or equivalent), the following Knowledge Skills, Experience and Abilities are required to undertake this role:

Knowledge and Experience

1. At least 3-5 years driving experience with evidence of clean records from the Land Transport Authority;
2. Excellent understanding of road safety rules, routes and protocols;
3. Knowledge of First Aid and emergency response with experience in undertaking proactive measures to prevent incidents;
4. Sound knowledge in vehicle mechanics and maintenance; and
5. Highest standards of discretion and integrity and sense of responsibility.

Skills and Abilities

1. Demonstrated ability to drive passengers, equipment safely;
2. Ability to initiate emergency-response actions in the event of crises, emergencies or threats and provide first responder level medical support as circumstances dictate;
3. Good communication, interpersonal skills and work with minimum supervision and in a team;
4. Demonstrated ability to develop and implement service standards whilst remaining responsive to transportation needs;
5. Ability to maintain confidentiality and professionalism at all times; and
6. Willingness to work flexible hours when required, including at short notice.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Department of Legislature operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Department of Legislature and cannot be considered for employment.

All applicants for employment in the Department of Legislature must be under the age of 55, 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.

The Department of Legislature is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.

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 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.