



PARLIAMENT OF FIJI



JOB DESCRIPTION: PARLIAMENTARY TRANSPORT OFFICER

CORPORATE INFORMATION

1. **Position Level:** Band F
2. **Salary Range:** \$22, 528.74 - \$28, 883.00
3. **Duty Station:** Parliament of Fiji, Government Building, Suva
4. **Reporting Responsibilities:**
 - a. **Reports To:** Manager Quality Initiative & Transport
 - b. **Liases with:** Parliament staff, Executive Management, Members of Parliament, Caucus staff, Ministry of Finance, Vendors and other external customers.

POSITION PURPOSE

The primary purpose of the incumbent is to coordinate, organize and allocate transportation duties and fleet management of the Parliament of Fiji.

KEY RESPONSIBILITIES

1. Ensure the assigning of vehicles with drivers and all transport requests are effectively facilitated.
2. Prepare quarterly returns, monthly management report for all vehicles.
3. Prepare Fuel Reconciliation report and ensure timely fuel and maintenance payments
4. Ensure that all running sheets are properly filled (i.e.; dates, mileage and destination, initial)
5. Provide Accident report in case of Accidents (i.e.; police report, GP2 Form, Statement, Pictures)
6. Ensure that Vehicle Log Book is updated, daily inspection of vehicles
7. Comply with and support the Parliament's policies and activities including workplace health and safety, service improvement programs/activities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All Parliament's vehicles operation and management are done within prescribed Parliament's policies and procedures.
2. Inputs to the planning requirements of the Unit completed within given timeframes.
3. Data and Reports are timely generated, submitted to support decision making.
4. Minimal complaints received on accidents, infringements and attitude of drivers.
5. Active participation in all Parliament's initiatives and service improvement programs.

PERSON SPECIFICATION

In addition to (insert appropriate qualification relevant to the job) (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 2 – 3 years demonstrate experience in managing assets from any organizational environment
2. Some knowledge in mechanical/Trade will be an advantage
3. Good understanding of the Fijian Constitution, SC ACT Regulations 1999, Finance Act and Instructions, Procurement Regulations, General Orders

Skills and Abilities

1. Organizational abilities and the ability to be impartial, confidential and to make firm decisions.
2. Ability to supervise and motivate drivers.
3. Demonstrated ability to manage demanding workload and tight deadline.
4. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven term leadership skills and abilities.
5. Excellent written and verbal communication skills.
6. Service oriented approach
7. A good working knowledge in Microsoft Office in Particular Word, Excel, PowerPoint.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji 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 Parliament of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of Fiji 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 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.