



PARLIAMENT OF FIJI



JOB DESCRIPTION — CORPORATE SERVICES DIVISION

JOB TITLE: DRIVER/MESSENGER

CORPORATE INFORMATION

1. **Position Level:** Band C
2. **Salary Range:** \$12,081.69 - \$15,489.35
3. **Duty Station:** Suva (travel to Provinces and districts when required)
4. **Reporting Responsibilities:**
 - a. **Reports To:** Parliamentary Transport Officer
 - b. **Liases with:** Parliament 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 [or equivalent relevant experience] with a valid Group 2 Driving License and Defensive Driving Certificate, the following knowledge, experience, skills and abilities are required to successfully 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 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.