



## JOB TITLE:           MANAGER ASSETS AND TRANSPORT

### CORPORATE INFORMATION

1. Position Level :       Band I
2. Salary Range :       \$43,296.63 - \$55,508.50
3. Duty Station :       Corporate Services Division
4. Reporting Responsibilities;
  - a) **Reports To:**       Head of Corporate Services
  - b) **Liases with:**     Parliament Staff & Management, Parliamentarians, other government agencies and stakeholders
  - c) **Subordinates:** Senior Properties Officer, Executive Officer (Assets), Transport Officer and Drivers (6)

### POSITION PURPOSE

The position reports to the Head of Corporate Services and manages the Parliament precincts, assets, and its fleet of vehicles. The position will provide advice on all asset and transport-related matters and will be responsible for supervising all staff under the Asset and Transport Unit.

### KEY RESPONSIBILITIES

1. Manages asset management and disposition of inactive and obsolete assets by tracking assets, costs, movement and disposition.
2. Develops asset management plans for all assets, assessing the need for renewals, new purchases, or disposals.
3. Manages lease and service contracts, including the transition of assets between contractors and service providers.
4. Assist in budget preparation through the provision of asset maintenance estimates.
5. Manage and ensure the contractors' and consultants' work is carried out in an effective and efficient manner and in the best interest of the Parliament.
6. Manage Parliament facilities by planning, organizing, and directing operational activities and by providing maintenance, custodial, and security functions.
7. Prudent management of Parliament's transport services.
8. Perform any other duties as assigned by the Head of Corporate Services and Executive Management.

### PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective and regular staff supervision, mentoring and assistance and ensure that achievement of quality outputs of the Asset and Transport Business Plan, IWP is carried out in compliance with applicable legislation, policies and procedures and service standards
2. All reporting requirements and advice completed and submitted within the required standard and agreed timeframes.
3. Ensure staff are aware of training opportunities, compliance to the training requirements and a maximum return on investment and levy.
4. Performance assessment processes are effectively managed, completed within agreed timeframes aligned to plans and performance outcomes.
5. Positive communication and interactions with staff, clients and stakeholders and successful

implementation of corporate requirements.

### **PERSON SPECIFICATION**

A relevant Post Graduate qualification with an undergraduate degree in commerce, business, management, public administration or relevant discipline from a recognized institution OR more than 5 years experience at the senior level with extensive experience in corporate services managing assets, transport, and capital projects.

The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 5 years experience in a supervisory role.
2. Has extensive experience working with clients, suppliers, and other external stakeholders.
3. Working knowledge of asset and fleet management policies and processes
5. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.
6. Has extensive experience in managing projects or capital works.
7. Has working knowledge of the Financial Management Act (2004), Fiji Procurement Policy (2010) and relevant corporate policies.

### **SKILLS AND ABILITIES**

1. Demonstrated ability to manage demanding workload under tight deadlines.
2. Excellent planning and organisation skills.
3. Excellent written and verbal communication skills.
4. Ability to supervise and motivate the team to achieve results.
5. Capacity to utilise computer programs to support the operations of complex organizations.

### **PERSON CHARACTER AND POLITICAL NEUTRALITY**

Parliament 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 Parliament and cannot be considered for employment.

All applicants for employment in Parliament must be under the age of 60, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate and police clearance prior to taking up duty.

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.