**OFFICE OF THE PRIME MINISTER**

**JOB DESCRIPTION: DRIVER**

**CORPORATE INFORMATION**

1. Position Band: B (Government Wage Earner)
2. Wage Rate: $5.37 - $6.89

\**Additional performance payments may be available for our highest performers, in accordance with the public Service Commission guidelines.*

1. Duty Station: Suva
2. Reporting Responsibilities:
3. **Reports To**: Fleet Management Officer
4. **Liaises with**: All Staff within OPM and Stakeholders
5. **Subordinates**: None

**POSITION PURPOSE**

The position is responsible for providing transport services through liaising with the officer-in- charge with daily running of the vehicle and also provides messenger and cleaning services as and when required.

**KEY DUTIES**

1. Provide driving services to the staff of the Ministry in accordance with the Ministry’s Transport Policy and the Standard Operating Procedure;
2. Assist with loading and unloading of office items as and when required;
3. Transporting of officers from Monday to Friday including weekends, public holidays and afternoon shifts when required;
4. Ensure vehicle is kept clean and in working condition with fitness level maintained at all times that is, proper oil change, tyres, insurance, wheel tax and road levy tax paid accordingly;
5. Prepare and submit vehicle running sheets on daily basis and perform minor preventative maintenance and advise the Transport Officer of any defects;
6. Provide messenger and cleaning services as and when required;
7. Report any accidents or incident to the transport officer immediately.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All vehicle maintenance records are timely updated and submitted within the agreed timeframes.
2. All accidents and incidents are reported within 24 hours to the Transport Officer.
3. Vehicles are maintained so that they are clean and mechanically sound at all times.
4. Safe and timely transport services are provided to the Ministry as required and effective messenger and cleaning duties to be performed when assigned.

**PERSON SPECIFICATION**

In addition to a valid and clean full Class 2 Drivers license with a valid Defensive Drivers Course Certificate, the following Knowledge, Experience, Skills and Abilities are also required to successfully undertake this role:

**Knowledge and Experience:**

1. Must have five (5) years of driving experience;
2. Possess good understanding of road codes, rules and related legislations;
3. Experience in transporting large quantity of goods;
4. Basic knowledge of Occupational Health and Safety at work places;
5. Knowledge in basic vehicle maintenance, servicing of vehicle and making scheduled maintenance related bookings with the vendors within the given timeframe.

**Skills and Abilities:**

1. Ability to drive safely and provide efficient/timely driving services;
2. Demonstrate ability to communicate (verbal and written) effectively in English;
3. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
4. Demonstrate ability to work effectively as a team;
5. Ability to maintain positive working relationships with staff and stakeholders;
6. Ability to work under pressure and meet deadline;
7. Ability to use basic computer programs such as word and excel.

**Personal Character and Political Neutrality**

Applicants for employment in the Office of the Prime Minister must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.