

OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION: FLEET MANAGEMENT OFFICER

CORPORATE INFORMATION

1. Position Level : Band E
2. Salary Range : \$21,121.70 - \$26,653.57 per annum
3. Position Type : Permanent
4. Duty Station : Suva
5. Reporting Responsibilities:
 - a) **Reports To:** Manager Finance through Senior Finance Officer
 - b) **Liaises with:** Internal Units, Government Ministries, Statutory Bodies, Service Providers and Other Stakeholders
 - c) **Subordinates:** Drivers

POSITION PURPOSE

The position is responsible for the efficient management, coordination, facilitation, and maintenance of the ministry's fleet transport services, allocation of duties and supervision of drivers. It also ensures compliance with standards and asset management, proper management of vehicle records and documentation in accordance with relevant regulations and policies.

KEY RESPONSIBILITIES

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

1. Manage and coordinate the Ministry's fleet operations including vehicle scheduling, update of vehicle register/database and usage for official duties, registration, insurance, servicing schedules.
2. Ensure timely submission and verification of running sheets, updating of vehicle log books and conduct audit on vehicle cleanliness;
3. Timely preparation and submission of weekly timesheet for the drivers;
4. Provide supervisory role and facilitate the timely allocation of duties to the drivers and ensure adherence to transport policies and regulations;
5. Facilitate the timely reconciliation of fuel statements, compilation and submission of the vehicle returns on monthly and quarterly basis or as and when needed in compliance with the relevant policies;
6. Report all accidents and incidents within the given timeframe, complete and submit the accident report forms to the relevant authorities and follow up with the Solicitor-General's Office and Ministry of Economy on legal opinion and decision; and
7. Contribute toward the timely review of the policies & procedures, strategies, standard operating procedures, budgeting, planning and identification of best practices that are appropriate.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Submission of vehicle returns on a weekly, monthly and quarterly basis;
2. All accidents and incidents are reported within 24 hours to the relevant authority(s) and decisions are obtained within the given timeframe;
3. All transport management functions are carried out in compliance with the policy and procedures manual and applicable legislations; and
4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

PERSON SPECIFICATION

In addition to a Diploma (or equivalent work experience) in Management, Business Administration, Commerce, Transport Management or another relevant field, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience:

1. At least 2 years of work experience in supporting the administration activities;
2. Practical working knowledge of all aspects and functions of fleet management and related procurements;
3. Basic knowledge of vehicle maintenance and safety standards as per legislative requirements;
4. Understanding of the Fijian Constitution (2013) and applicable laws; and
5. Defensive driving certification and valid full driver's license holder.

Skills and Abilities:

1. Ability to gather data, compile information, analyse and prepare reports;
2. Ability to solve problems, make judgement and provide possible solutions;
3. Capacity to utilize Microsoft Office programs;
4. Ability to follow instructions, plan for, develop and coordinate multiple tasks/activities, work under pressure, have flexible character and encourage teamwork to meet set deadlines, in particular with regard to fleet management;
5. Strong interpersonal, communication and writing skills;
6. Ability to work effectively with internal and external stakeholders;
7. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment; and
8. Service oriented approach, with a commitment to supporting the operational/corporate environment of the Ministry.

PERSONAL CHARACTER AND POLITICAL NEUTRALITY

Applicants for employment in the Office of the Prime Minister must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fiji Constitution. Applicants must also be Fijian Citizens, under Age 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Office of the Prime Minister is an Equal Employment 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.