OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION: EXECUTIVE DRIVER - PERMANENT SECRETARY

CORPORATE INFORMATION

1. Position Level: Band C
2. Salary Rate: $7.50 - $9.32 per hour
3. Position Type: Permanent
4. Duty Station: Suva
5. Reporting Responsibilities:
   - **a) Reports To**: Manager Finance & Assets via the Fleet Management Officer
   - **b) Liaises with**: All Staff within OPM and Stakeholders
   - **c) Subordinates**: None

POSITION PURPOSE

The position provides safe and reliable transportation services to the Permanent Secretary and also provides administrative support to the Executive Support Office.

KEY RESPONSIBILITIES

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

1. Provide transportation services to the Executive Office in accordance with the Transport Policy and the Standard Operating Procedures;
2. Perform safety, cleanliness and maintenance checks and report defects to ensure vehicle is in safe working condition with fitness level maintained at all times that is, proper oil change, tyres, insurance, wheel tax and road levy tax paid accordingly;
3. Ensure timely submission of daily recording and submission of vehicle running sheets, service and repair receipts to Fleet Management Officer;
4. All Occupational Health and Safety protocols are followed and compliant to the Ministry's operations and reporting procedure;
5. Assist the Executive Support Office in serving the Permanent Secretary by providing administrative support services when attending outside official meetings and external stakeholder functions; and
6. Actively contribute to all corporate requirements of the Ministry and administrative activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed vehicle care, cleanliness, servicing and maintenance are conducted within the agreed timeframes meeting specific requirement and mechanically sound at all times;
2. All vehicle runs authorised and carried out in accordance with Transport Policy and Standard Operating Procedure;
3. Timely submission of vehicle records such as running sheets, maintenance and accident reports; and
4. Timely delivery of transportation, secretarial and administrative support services to the Permanent Secretary and the Executive Support Office;

PERSON SPECIFICATION

In addition to a pass in Year 12 Examination or equivalent relevant experience with a valid Class 2 Driving (preferably a manual) license, and a valid Defensive Driving Certificate, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience:

1. Five (5) years of practical driving provision of transportation services to senior executive level staff within a large organisation;
2. Possess good understanding of Land Transport Authority (LTA) rules, that is, road codes with good knowledge on vehicle maintenance, cleanliness and transport rules and related legislations;
3. Proven knowledge and experience in geographical locations, road network and transporting large quantity of goods;
4. Demonstrated experience to work long hours and able to travel out of station for official work in physical demanding situations; and
5. Practical knowledge of Occupational Health and Safety requirements.

Skills and Abilities:

1. Demonstrated ability to apply defensive driving skills in compliance with LTA road rules and regulations to provide efficient and timely driving services;
2. Demonstrated ability to communicate (verbal and written) effectively in English;
3. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
4. Demonstrated ability to work cooperatively and maintain positive working relationships within a team environment, staff and stakeholders;
5. Ability to use computer programs such as Word and Excel; and
6. Service oriented approach, including being polite and neatly presented in the course of duties, with a commitment to supporting the operational and corporate environment of the organisation.

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 be Fijian Citizens, under the age of 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 Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.