



ROLE DESCRIPTION: EXECUTIVE DRIVER

CORPORATE INFORMATION

1. **Position Level** : Salary Band C
 2. **Salary** : \$7.28 - \$9.05
 2. **Duty Station** : Suva, travel to Provinces and districts when required
 3. **Reporting Responsibilities:**
 - a) **Reports to** : Ministry Transport Officer
 - b) **Liases with** : Ministry staff, Senior Executives and vehicle service suppliers
 - c) **Subordinates** : Nil
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POSITION PURPOSE

The position is responsible for transporting the Permanent Secretary for Justice to and from various destinations in a professional and timely manner.

KEY RESPONSIBILITIES

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

1. Provide efficient transportation services to the Permanent Secretary to various locations, such as meetings, conferences or official events in a safe, timely and professional manner;
2. Check the driving schedules and liaise regularly with Transport Officer regarding transportation requirements;
3. Ensuring that the vehicle is well maintained, clean and comfortable and that the vehicle complies with the required LTA rules and regulations ;
4. Adhere to the Transport Policy and comply with all road and traffic laws and regulations;
5. Ensure effective and efficient bookkeeping and documentation of all runs;
6. Handling and resolving any issues or emergencies that may arise during the trip, such as vehicle breakdowns, accidents or medical situations;
7. Communicating effectively with the Permanent Secretary and Senior Secretary, providing clear and timely information and feedback; and
8. Actively contribute to the Ministry and corporate requirements and administrative activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following instructions:

1. Driving activities are carried out safely, efficiently and professionally in accordance with the relevant regulations and within agreed schedules;

2. All required records maintained to standard;
3. High level of customer service provided; and
4. Contribute to corporate requirements meet/exceed expectations.

PERSON SPECIFICATION

A pass in Fiji School Leaving Certificate (or equivalent relevant experience) with a valid Driving License and Defensive Driving Certificate, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are set out below.

KNOWLEDGE AND EXPERIENCE

1. Candidate must have a clear driving record with Land Transport Authority (LTA) with a minimum of at least 3 years driving experience.
2. Experience in providing duties preferably to management/executive personnel.
3. Good knowledge of the road code and transportation laws, safety regulations and security protocols;
4. Practical working experience of vehicle maintenance and minor repairs; and
5. Good knowledge of basic protocols and customs in the various Fijian communities.

SKILLS AND ABILITIES

1. Good written and verbal communication (and numeric) skills with the ability to liaise and interact effectively with all levels of staff;
2. Ability to drive defensively at all times whilst adhering to the required LTA road rule and regulations;
3. Capable of handling emergencies such as accidents, breakdowns and medical issues;
4. Able to be discreet and exercise appropriate etiquette and confidentiality at all times; and
5. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Justice must be of good character, with a background that demonstrates their commitment to the public service values contained in the Constitution of the Republic of Fiji. Applicants must also be Fijian Citizens, aged below 60 years, in sound health, with a clear police record.

The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Justice 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.