



JOB DESCRIPTION

MTCMSMEC 104/2024: DRIVER MESSENGER, HUMAN RESOURCES UNIT

CORPORATE INFORMATION

1. Position Level: Band B
2. Salary Range: \$6.37 / hour - \$7.89 / hour (Step 1- Step 4)
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) Reports to the Transport Officer
 - b) Liaises with Ministry Staff, Other Ministries and respective stakeholders
 - c) Subordinates: Not Applicable

POSITION PURPOSE

The position provides reliable and safe driving services to the Ministry whilst maintaining the highest standards of discretion, integrity and sense of responsibility.

KEY RESPONSIBILITIES

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

1. Provide reliable and safe driving services to the staff and approved clients of the Ministry, including the coordination of all necessary arrangements to ensure timely transport service provision;
2. Undertake daily repair and maintenance checks, including timely cleaning, servicing and detailing to ensure vehicles are maintained at the highest standard and presentation at all times;
3. Update and maintain daily records of vehicle running sheets, as well as reports on maintenance and safety issues and submit to the Transport Officer in a timely manner;
4. Perform logistical support for staff movement by coordinating with Ministry staff, Transport Officers and other drivers, in accordance with the Transport Policy, to ensure seamless transport provision;
5. Provide logistical support with the despatch of mails and official correspondence to relevant organisations; and
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators;

1. Timely, effective and efficient provision of transportation needs for the Ministry;
2. Ensure timely reporting of servicing and inspection of vehicles;
3. Daily record of vehicle running sheets to be submitted to Transport Officer; and
4. Timely reporting in accordance to Transport Policy.

PERSON SPECIFICATION

A pass in Fiji School Leaving Certificate Examination with a valid Group 2 Driving Licence and Defensive Driving Certificate.

In addition to the above academic qualification (or equivalent), the following Knowledge Skills, Experience and Abilities are required to undertake this role:

Knowledge and Experience

1. 5 years driving experience with evidence of clean records from the Land Transport Authority;
2. Excellent knowledge of defensive driving with proven valid Defensive Driving Course Certificate;
3. Excellent understanding of road safety rules, routes and protocols;
4. Knowledge of First Aid and emergency response with experience in undertaking proactive measures to prevent incidents;
5. Demonstrated experience in vehicle mechanics and maintenance; and
6. Highest standards of discretion and integrity and sense of responsibility.

Skills and Abilities

1. Demonstrated ability to drive passengers, equipment safely;
2. Ability to initiate emergency-response actions in the event of crises, emergencies or threats and provide first responder level medical support as circumstances dictate;
3. Excellent communication and interpersonal skills, including with maintenance and repair personnel to ensure appropriate maintenance is implemented;
4. Demonstrated ability to develop and implement service standards whilst remaining responsive to transportation needs;
5. Ability to maintain confidentiality and professionalism at all times; and
6. Willingness to work flexible hours when required, including at short notice.

PERSONAL CHARACTER

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 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.