



## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

---

### DIVISIONAL ENGINEER (WORKS) CENTRAL EASTERN

**JOB DESCRIPTION:** Driver

#### CORPORATE INFORMATION

1. **Position Level:** Salary Band B
2. **Salary Range:** \$5.37/hr. - \$6.89/hr.
3. **Duty Station:** Walu Bay.
4. **Reporting Responsibilities:**
  - a) **Reports To:** Plant Pool Supervisor
  - b) **Liaises with:** Despatcher, Clerical Officers
  - c) **Subordinates:** NIL

#### POSITION PURPOSE

The position is responsible for providing efficient and effective transport and driving services for Ministry officials and business, including regular maintenance of vehicles.

#### KEY RESPONSIBILITIES/KEY RESULTS AREA (KRAs)

The position will achieve its purpose through the following key responsibilities;

1. Comply with the Land Transport Regulations;
2. Carrying out driving instructions with minimal delay
3. Carry out transport service on a daily basis to maintain vehicle safety and cleanliness
4. Report any vehicle irregularities to immediate Supervisor
5. Ensure that the vehicle running sheets are recorded on a daily basis with the relevant authorizing signatures
6. Collect running sheets and fuel receipts and submit daily to the immediate supervisor
7. Actively contribute to all corporate requirements of the Ministry.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Full compliance with Land Transport Regulations and Ministry Instruction Policy
2. Timely, reliable, and professional transport service is delivered as and when requested
3. Vehicles are well maintained, clean and fully operational
4. All vehicle records are updated and submitted within agreed timeframes

## **PERSON SPECIFICATION**

In addition to Year 12 (or equivalent), candidates must also possess a full legal valid driving license, clean driving record and a valid Certificate of Defensive Driving Course, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

### **KNOWLEDGE AND EXPERIENCE**

1. Knowledge and understanding the Land Transport Act, 1998 and Road Code;
2. 3 years' experience under full license; and
3. Knowledge of the Land Transport Regulation.

### **SKILLS AND ABILITIES**

1. Good communication skills, representational and interpersonal skills;
2. Ability to work with minimum supervision to efficiently manage transport requirements;
3. Ability to work according to given timelines;
4. The ability of showing initiative in acting quickly and decisively in a crisis to create opportunities or avoid problems;
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

### **Personal Character and Eligibility**

Applicants for employment in the Ministry of Infrastructure and Meteorological Services 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.

The Ministry of Infrastructure and Meteorological Services is an Equal Employment Opportunity Employer. Applicants 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

