



**MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES**  
**DEPARTMENT OF CORPORATE SERVICES**

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**JOB DESCRIPTION:**                      **Head Driver**

**CORPORATE INFORMATION**

1. **Position Level:**                      Salary Band C
2. **Salary Range:**                      \$6.28/hr. - \$8.05/hr.
3. **Duty Station:**                      Samabula, Suva.
4. **Reporting Responsibilities:**
  - a. **Reports To:** Office of the Honorable Minister
  - b. **Liaises with:** Media Liaison Officer, Principal Administrative (Policy) and Senior Secretary
  - c. **Subordinates:** NIL

**POSITION PURPOSE**

The position is responsible to the Honorable Minister & Permanent Secretary of Infrastructure and Meteorological Services for official business driving while maintaining cleanliness of the vehicles and other duties as and when required.

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

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

1. Carrying out driving instructions without delay;
2. Carry out service on a daily basis to maintain vehicle safety and cleanliness;
3. Comply with the Government Transport Regulations.
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

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Vehicles are well maintained and clean.
2. Clean driving record.
3. Well maintained records.

**PERSON SPECIFICATION**

In addition to a pass in year 12 or Fiji School Leaving Certificate exam, candidates must also possess a legal valid driving license (full license holder) and a valid Certificate of Defensive Driving Course.

## **KNOWLEDGE AND EXPERIENCE**

1. At least 3-4 years' experience as a driver;
2. Has some Knowledge of the Transport Regulation;
3. A demonstrated knowledge of OHS to maintain safety standards.

## **SKILLS AND ABILITIES**

1. Excellent communication skills and analytical thinking while driving;
2. Ability to work with minimum supervision;
3. Capable of working according to the given timelines;
4. The ability of being initiative in acting quickly and decisively in a crisis to create opportunities or avoid problems;
5. Willing to work odd hours and be ready to drive allocated vehicles according to the driving licenses.

## **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