



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER (WORKS) CENTRAL EASTERN

JOB ROLE: MESSENGER SHOP

CORPORATE INFORMATION

1. **Position Level:** Salary Band A
2. **Wage Rate:** \$4.60/hr. - \$5.90/hr.
3. **Duty Station:** Divisional Engineer Central/Eastern, Walu Bay
4. **Reporting Responsibilities:**
 - a) **Reports To:** Executive Officer (HR)
 - b) **Liaises with:** Staffs of Divisional Engineer, Central Eastern
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position is responsible for the delivery of official documents and packages in a safe and confidential manner.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRA)

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

1. Open and sort incoming mail and deliver to appropriate recipients within the office;
2. Collect and seal outgoing mail and ensure that proper stamps are used;
3. Ensure that mails are ready for delivery by packing them in a safe manner;
4. Maintain a detailed record of all mails received and delivered;
5. Assist the Clerical Officer (Registry) with clerical duties, such as photocopying, scanning, faxing and filing.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely delivery of mails to correct destinations/recipients;
2. Timely response to queries from mail recipients and provide evidence where appropriate;
3. Continuous follow up on all mails sent via e-mail or courier company to ensure it reaches its intended recipient on time;
4. Provide a monthly update of mails received and delivered.

PERSON SPECIFICATION

In addition to Year 12 pass or Fiji School Leaving Certificate (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

Knowledge and Experience

1. At least 3 years of minimum experience in the relevant field;
2. Must have knowledge of standard office administrative practices;
3. Must have knowledge of Ministries, Departments and Company offices locations;
4. Dedicated and thorough – high level of accuracy and attention to detail;
5. Must have some basic knowledge of postal regulations.

Skills and Abilities

1. Must demonstrate effective verbal and written communication skills;
2. Must be customer service oriented;
3. Ability to maintain high level of confidentiality;
4. Ability to adhere to time schedules, and follow oral and written instructions;
5. Skill in sorting and filing operations;
6. Ability to work in a team.

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 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