



DEPARTMENT OF LEGISLATURE



JOB DESCRIPTION: EXECUTIVE DRIVER

CORPORATE INFORMATION

1. **Position Level:** Band C
2. **Salary Range:** \$8.33/hour
3. **Duty Station:** Suva (travel to Provinces and districts when required)
4. **Reporting Responsibilities:**
 - a. **Reports To:** Parliamentary Transport Officer
 - b. **Liaises with:** Parliament Staff, Executives and vehicle service suppliers.
 - c. **Subordinates:** None

POSITION PURPOSE

The position provides safe, efficient and effective transport services for the Secretary-General to the Parliament (SGP).

KEY RESPONSIBILITIES

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

1. Provide safe and efficient transportation services to the Secretary-General to the Parliament.
2. Check the driving schedules and liaise regularly with Transport Officer regarding transportation requirements.
3. Adhere to the Transport Policy and comply with all road and traffic laws and regulations.
4. Ensure vehicle is clean, well maintained and regularly serviced.
5. Ensure that the vehicle running sheet is updated daily with the correct information required;
6. Actively contribute to the corporate requirements of the Department and administrative activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

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. Contributions to corporate requirements meet/exceed expectations.

PERSON SPECIFICATION –

A pass in Fiji School Leaving Certificate [or equivalent relevant experience] with a valid Group 2 Driving License and Defensive Driving Certificate, the following knowledge, experience, skills and abilities are required to successfully undertake this role:

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 driving duties preferably to management/executive personnel.
3. Good knowledge of the road code and transportation laws and regulations.
4. Practical working experience of vehicle maintenance and minor repairs
5. Good knowledge of basic protocols and customs in the various Fijian communities.

Skills and Abilities

1. Sound written and verbal communication (& numeric) skills with the ability to liaise and interact effectively with all levels of staff.
2. Ability to drive defensively at times whilst adhering to the required LTA road rules and regulations.
3. Ability to carry out vehicle maintenance checks and identify faults.
4. Ability to maintain confidentiality.
5. Demonstrated ability to build and maintain effective relationships with other team members in a busy environment by demonstrating reliability, flexibility, adaptability and willingness to work long hours.

PERSON CHARACTER AND POLITICAL NEUTRALITY

The Parliament of Fiji operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Parliament of Fiji and cannot be considered for employment.

All applicants for employment in the Parliament of Fiji must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of Fiji is an Equal 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.