



OFFICE OF THE ATTORNEY-GENERAL

JOB DESCRIPTION: DRIVER/MESSENGER

CORPORATE INFORMATION

1. Position Level: Band B
2. Salary Range: \$10,339.99 - \$13,256.40
3. Duty Station: Labasa
4. Reporting Responsibilities;
 - a) **Reports To:** Senior Legal Officer and Legal Officer
 - b) **Liaises with:** Office staff, Government ministries and departments, clients and stakeholders, public and private firms
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position will provide administrative and logistic support to staff, through driving and efficient maintenance of assigned vehicle in compliance to relevant transport policies.

KEY DUTIES

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

1. Providing safe and reliable driving services to staff;
2. Ensuring maintenance, servicing and cleanliness of vehicles at all times;
3. Assisting in messenger and clerical duties as and when required;
4. Ensuring effective and efficient bookkeeping and documentation of all runs;
5. Ensuring that accidents are reported immediately to the police and supervisors; and
6. Ensuring occupational health and safety compliance in the course of daily duties.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Vehicles are well maintained and clean.
2. Clean driving record
3. All vehicle records are updated daily and submitted within agreed timeframes.
4. All activities are completed and delivered within agreed timeframe and meet specific requirements compliant to relevant regulations.



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PERSON SPECIFICATION

In addition to a pass in Fiji School Leaving Certificate Examination and a valid driving license class 2 with Defensive Driving Course Certificate, the knowledge, experience, skills and abilities listed below are required to successfully undertake this role.

KNOWLEDGE AND EXPERIENCE

The applicant should possess:

1. At least 5 years' experience as a driver with a good driving record;
2. Experience working in a fast-paced office environment;
3. Good understanding of road code and related legislation
4. Basic knowledge of occupational health and safety; and
5. Knowledge in basic vehicle maintenance and servicing

SKILLS AND ABILITIES

1. A professional attitude and awareness of the confidentiality requirements of the Office;
2. Excellent customer service skills for the purpose of interacting with internal and external stakeholders;
3. Ability to drive safely and effectively;
4. Demonstrated ability to communicate (verbal and written) effectively;
5. Demonstrated ability to work effectively as a team; and
6. Ability to manage time effectively.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Office of the Attorney-General must be Fijian Citizens, in sound health, aged below 60 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 Office of the Attorney-General is an Equal Employment 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.