

OFFICE OF THE ATTORNEY-GENERAL

ROLE DESCRIPTION: DRIVER/MESSENGER

CORPORATE INFORMATION

1. Position Level: Band B
2. Salary Range: \$10,339.99 - \$ 13,256.40
3. Duty Station: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Transport Officer
 - b) **Liaises with:** Ministry staff
 - c) **Subordinates:** Nil

POSITION PURPOSE

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

KEY DUTIES

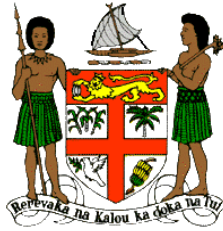
The position will achieve its purpose through the following key duties:

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 maintenance and clean
2. Clean driving record
3. All vehicle records are updated daily and submitted within agreed timeframe.
4. All activities are completed and delivered within agreed timeframe and meet specific requirement compliant to relevant regulations.



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PERSON SPECIFICATION

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

Knowledge and Experience

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

Skills and Abilities

1. A professional attitude and awareness of the confidentiality requirement 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. Demonstrate ability to communicate (verbal and written) effectively;
5. Demonstrate ability to work effectively as a team
6. Ability to manage time effectively; and
7. Service oriented approach, with a commitment to supporting the operation and corporate environment of the Office.

Personal Character and Eligibility

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, 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 prior to taking up the duty.

The Office of the Attorney-General is an Equal Employment Opportunity Employer. Applicants 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