



## MINISTRY OF TOURISM AND CIVIL AVIATION

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### JOB DESCRIPTION

#### OFFICE SUPPORT ASSISTANT / DRIVER – SAVUSAVU OFFICE

#### CORPORATE INFORMATION

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| 1. Position Level:            | Band C  |
| 2. Salary Range               | \$9.32 per hour   |
| 3. Duty Station:              | Level 3, JKS Building, Main St, Savusavu  |
| 4. Reporting Responsibilities | a) Reports to: Officer-in-Charge, Central Project Management Unit (CPMU)/Na Vualiku Office<br>b) Liaises with: CPMU-Suva, Ministry Staff, Government Agencies, private sector and members of the public<br>c) Subordinates: N/A |

#### POSITION PURPOSE

The Driver/Office Support Assistant is primarily responsible for providing safe, reliable and efficient driving and messenger services to support the delivery of the Na Vualiku Project across Vanua Levu and Taveuni. The Officer will also provide office support and operational assistance to ensure the effective functioning of the Savusavu Office.

#### KEY RESPONSIBILITIES

The Driver/Office Support Assistant will be responsible for a variety of tasks, including:

##### Driving

- In an economical, effective, efficient, and safe manner, operate the vehicle according to all relevant legislation, policies, and procedures. Perform daily safety and maintenance checks and be responsible for the routine inspection of the vehicle. Routine checks include, but are not limited to, oil, brake function, water, lights, tyre conditions, coolant and other fluids, etc. Complete the 'A' Checklist Form every morning and submit it to the Transport Officer.
- Perform minor repairs when necessary.
- Clean the assigned vehicle as scheduled and/or required. Ensure the vehicle and equipment are safely and securely stored.
- Advise the Officer-in-Charge of any requirements for maintenance or repairs.
- The driver shall always drive the client vehicles safely and comfortably, and must exercise defensive driving while on the road to prevent accidents. Reckless driving shall be sufficient grounds for a driver's recall and consequently, be a cause of termination.

- The driver shall enter all runs in the running sheets from point A to point B and submit the completed running sheets to the Transport Officer on a daily basis.
- Ensure the vehicle is serviced in a timely manner.
- During the waiting time, either inside or outside of the Project office, the driver shall always stop the engine of the assigned vehicles to save fuel.
- Sleeping inside assigned vehicles is strictly not allowed.
- At closing time for regular working hours, the driver shall, at all times, park the vehicles at the designated parking area.
- It is the sole responsibility of the driver to monitor the expiration and renewal of their driver's license without causing any inconvenience to the Ministry.
- Fuel and necessary expenses for the maintenance shall be at the account of the Project, however any expenses incurred by the driver without prior approval and knowledge of the Project is not reimbursable.
- The Driver/Office Support Assistant shall strictly observe the Ministry's rules and regulations, policies and directives, and the driver shall strictly observe Traffic Rules and Regulations and maximum speed limit as prescribed by the Land Transportation Authority (LTA).

### **Messenger Services**

- Ensure that the official documents are delivered in an efficient and timely manner.
- Ensure documents to be dispatched are recorded in the dispatch book and promptly dispatched to the addressees.
- Any personal mail for staff to be distributed unopened.

### **Logistics and Operational Support**

- Provide logistical support for meetings, workshops, training sessions, consultations and field activities, including the transport and setup of equipment and materials.
- Assist project staff, consultants and visitors with transport, operational and logistical requirements to support effective project delivery.
- Collect and deliver project supplies, procurement items and other materials as required.
- Provide relief support for the Volunteer Office Assistant during breaks, periods of leave or absence, including managing reception, greeting visitors, responding to enquiries and directing calls.
- Assist in maintaining a clean, organised and professional office environment, including meeting setup, office supplies and routine administrative support.
- Provide practical support across the Savusavu Office, including basic IT setup, office equipment, asset movements and other operational tasks as directed by the Officer-in-Charge.

## KEY PERFORMANCE INDICATORS

The Officer will be responsible for supporting the implementation of the Project including the following specific deliverables, with the support of CPMU Team Members:

Key Deliverables	Timing
Vehicle logbooks, running sheets and daily inspection checklists completed accurately and submitted on time	Daily
Vehicle maintained in a clean, roadworthy and serviceable condition, with servicing completed on schedule	Ongoing
Official documents, correspondence and messenger services delivered accurately and within required timeframes	Ongoing
Office reception and Volunteer Office Assistant relief duties undertaken effectively when required	As required
Logistics support provided for meetings, workshops, training sessions and field activities	As required
Office equipment, supplies and facilities maintained to support efficient office operations	Ongoing

## PERSONAL SPECIFICATIONS

ESSENTIAL	DESIRABLE
<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• Fiji School Leaving Certificate and/or a Trade Diploma in Mechanical Field.</li> <li>• Defensive Driving Certificate and a clean driving record.</li> </ul> <p><b>Minimum Experience</b></p> <ul style="list-style-type: none"> <li>• At least 3 years in a similar role</li> <li>• Knowledge of basic vehicle maintenance</li> <li>• Knowledge of record keeping systems</li> <li>• Strong organisational and time management skills.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience working with Government of Fiji or International Development Partner-funded (foreign aid) projects.</li> <li>• Demonstrated understanding of the local context and cultural dynamics of Vanua Levu and Taveuni.</li> </ul>

<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, including in English</li> <li>• Basic proficiency in Microsoft Office Suite (Word, Excel, PowerPoint and Teams).</li> </ul>	
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### Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Advanced Level	Demonstrated safe driving skills, sound judgement, excellent communication and interpersonal skills, and the ability to provide courteous and professional service to staff, stakeholders and the public. Basic computer literacy and the ability to undertake routine office support tasks.
Advanced Level	Strong organisational skills with the ability to manage transport schedules, messenger duties and competing operational priorities. Demonstrated reliability, timeliness, attention to detail and ability to work independently while maintaining accurate records and complying with MTCA procedures.
Working Knowledge Level	Government administrative procedures and basic office operations. Familiarity with the geography of Vanua Levu and Taveuni and the practical logistics required to support project delivery.
Awareness	Roles and mandates of other related organizations and agencies.

### Key Behaviors

*All candidates are measured against the following Key Behaviors as part of Performance Development*

- *Be honest and trustworthy*
- *Be respectful*
- *Possess cultural awareness and sensitivity*
- *Be flexible*
- *Demonstrate sound work ethic*
- *Deal with the public in a positive, courteous and respectful manner*

### EVALUATION CRITERIA

Curriculum Vitae (CVs) of all applicants will be evaluated as follows:

- All CVs will be evaluated against the assignment's minimum requirements.
- The CVs of candidates that meet the minimum requirements will then be scored according to the set scoring criteria.

- The candidate/s with the highest score may be interviewed before being invited to negotiate a contract.
- Referees of the selected candidate may be contacted to verify prior experience, performance, and character traits.

### Scoring Criteria

Candidates that meet the above minimum requirements will be scored in accordance with the following criteria.

<b>Criterion</b>	<b>Maximum Points</b>
Qualifications (general education and relevant training/workshops)	30
Experience (as outlined within the minimum experience)	70

### **CONTRACT DURATION AND CONDITIONS**

- i. The contract will be for an initial period of two years and may be extended for the life of the project and the longer-term program, subject to satisfactory performance.
- ii. The contract is subject to a probationary period of six months and may be subject to satisfactory achievement of initial training goals.
- iii. Performance will initially be reviewed at one month, three months, and six months, and thereafter at six-monthly and annual reviews.
- iv. This is a full-time position based in Savusavu, Fiji, and will involve travel within Vanua Levu, including Taveuni
- v. The position is open to Fijian citizens, preferably residing in the greater Savusavu area.

### **PERSONAL CHARACTER**

Applicants for employment in the Ministry of Tourism and Civil Aviation must be Fijian Citizens, under Age 60, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Tourism and Civil Aviation is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants.