

# VACANCY NO: 70NOV/18

## MANAGER CORPORATE GOVERNANCE AND BOARD SECRETARY: KESA

### Person Specifications:

#### Qualifications

An advanced business degree or Information Technology or at least a degree in law or any relevant degree or 3- 5 years' experience of legal, governance or business experience  
Previous experience working with Board of Directors

#### Knowledge and Experience

Ability to provide practical advice on procedures, policies and standards  
Knowledge and experience in commercial transport  
Operation and management  
LTA Act & Regulations  
LTA procedures and policies  
OHS Regulations  
Sound technical knowledge  
Transportation Regulations  
Well versed with Regulation pertaining to Vehicle  
Registration and inspection  
Court Procedure  
Basic understanding of Hindi/Fijian  
Good command of English

#### Skills and Abilities

Computer literate  
Excellent interpersonal communication skills  
Ability to provide concise and authoritative advise  
Excellent interpersonal communication skills  
High level of leadership, influencing and networking skills  
Highly developed analytical, conceptual and investigate skills  
Must have leadership skills  
Proven leadership and motivational skills in road transport  
Supervisory and Management skills