



## Employment Opportunity

**VACANCY NO.69 Sept/18: ADMINISTRATION SUPPORT OFFICER - DRIVER**

**(Readvertised)**

Applications are invited from suitably qualified candidates to take up the above position.

The closing date is Friday September 21<sup>st</sup>, 2018

### **OFFICER JOB DESCRIPTION: DRIVER CEO – Admin Officer**

#### **CORPORATE INFORMATION**

|                         |                            |
|-------------------------|----------------------------|
| <b>Role:</b>            | Driver CEO- Admin Officer  |
| <b>Salary Band:</b>     | <b>1</b>                   |
| <b>Salary Range:</b>    | <b>\$17,302 - \$20,762</b> |
| <b>Location:</b>        | Valelevu                   |
| <b>Unit / Division:</b> | CEO                        |
| <b>Reports to:</b>      | CEO                        |

#### **Position Purpose**

This position is responsible for ensuring the proper maintenance of the CEO's vehicle and the timely delivery and collection of written documents for CEO's office and safe transportation of CEO to the respective destinations.

#### **Key Responsibilities**

1. Ensure the on-going transportation of CEO as per demand in a safe and lawful manner.
2. Ensure Authority vehicle is services and renewed on time.
3. Maintain the safety and legislative requirements of the vehicle.
4. Ensure uniform presentation, hygiene and grooming is maintained to a high standard.
5. Ensure that vehicle is clean and neat at all times
6. Ensure fuel and oil and other vehicle checks are done and updated in a timely manner.
7. Ensure that items and documents are delivered on time

8. Provide support and assistance to the CEO's Executive Secretary when needed in compliance to the OHS, First Aid and LTA HR Policy.
9. Any other Admin duties delegated by Chief Executive Officer.

### **Key Performance Indicators**

Performance will be measured through the following indicators:

1. Weekly report on vehicle condition, cleanliness, overall safety of the vehicle and administrative work carried out for CEO's office.
2. Timely refill of oil and fuel and other vehicle checks.
3. Timely delivery that items and documents are delivered on time.
4. Compliance to the OHS, Good Driving Behavior and LTA's HR Policy and well presentation of uniform and grooming.
5. High level of discipline and zero tolerance for unassigned mileage by the vehicle.

### **Selection Criteria**

#### **The Person**

In addition to a Diploma in Management, Automotive or equivalent, with at least four (4) years of working experience in driving under group 2 full license or relevant academic certificates with at least seven (7) years of working experience in driving under group 2 full license, the following Knowledge, Experience, Skills and Abilities are required:

#### **Knowledge and Experience**

1. Working knowledge of overall vehicle maintenance and inspection.
2. Knowledge and experience in handling vehicles and proper recording of runs on the running sheets.
3. Demonstrated experience as a driver in a similar role and preferably transporting high level delegates and executive officers.
4. Basic knowledge and understanding OHS, First Aid and Defensive Driving.
5. Demonstrated ability to take responsibility and accountable to own actions, learning and results.

#### **Skills & Abilities**

1. Demonstrated ability to communicate effectively at all level.
2. Demonstrated ability to analyse and contribute solutions to complex problems in a resource constrained environment.
3. Demonstrated skills to minimise abuse of official vehicles through best practices.
4. Demonstrate flexibility and ability to work a range of shifts.

5. Demonstrated skills of adhering to urgent instruction from supervisor and meeting deadlines.

### **Personal Character and Eligibility**

All applicants for employment in the Land Transport Authority must be of good character, with a background that demonstrates their commitment to the values of the organization. Applicants must also be Fijian Citizen, under Age 55, in sound health, with a clear police record.

Applications will be regarded as incomplete should the applicant fail to submit their covering letter not more than two (2) pages addressing how they meet the Knowledge, Experience, Skills and Abilities required for the position with their current CV, 2 recent referee and 1 being the immediate Supervisor and copies of relevant academic transcripts or certificates.

Applications that do not address the selection criteria will not be considered.

1. Applications can be accessed through the online recruitment portal ([recruitment.lta.com.fj/LinkRM](http://recruitment.lta.com.fj/LinkRM)) or emailed to [recruitment@lta.com.fj](mailto:recruitment@lta.com.fj)