



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: OFFICE ASSISTANT [GOVERNMENT FLEET MANAGEMENT UNIT]

CORPORATE INFORMATION

1. Position Level: Salary Band C
2. Salary Range: (\$14,006.72 - \$17,412.20)
3. Duty Station: Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Administrative Officer
 - b. **Liaises with:** Ministry Staff, Stakeholders, Ministries and Departments.
 - c. **Subordinates:** Nil

POSITION PURPOSE

The position is responsible to facilitate and administer the Government Vehicle Fleet in accordance with the Government Vehicle Transport Policy.

KEY RESPONSIBILITIES

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

1. Ensure that all Ministry vehicles, Motor Vehicle Accident Levy (MVAL) is renewed on timely manner;
2. Ensure that all transport request, accidents, surcharges, complains, and transfer of vehicles records are maintained correctly and information is provided on a timely manner;
3. Ensure all running sheets and log books are maintained in order for all vehicles;
4. Submit accident file to surcharge unit on a timely manner;
5. Submit monthly/quarterly reports on transport request, accidents, surcharges, complains and transfer of vehicles;
6. Maintain filling of correspondences and other related documents for the unit;
7. Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed reports are delivered within agreed timeframes.
2. Effective and timely management, and regular monitoring of driver performance and attendance to enable delivery of quality services.
3. Manage and maintain an effective and efficient records management system to ensure timely access and retrieval of documents.

PERSON SPECIFICATION

In addition, to a pass in year 12 or year 13 examination, [or equivalent relevant experience] the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

KNOWLEDGE AND EXPERIENCE

1. At least 1 year experience in supporting administration activities

2. Practical working knowledge of all aspects and functions of fleet management and related procurements
3. Experience in planning routes and organising drivers schedule

SKILLS AND ABILITIES

1. Ability to achieve results personally and through effective team leadership
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
6. Capacity to utilize computer programs to support daily operations
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

PERSONAL CHARACTER

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants