

FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION

VISION STATEMENT:

The University aims to be the premier university for higher education, technical and vocational education and training, research and development in Fiji and the Pacific region, and to be the national centre of excellence in Fiji for all things to do with training and productivity.

MISSION STATEMENT:

The University shall provide leadership in all intellectual pursuits in higher education, research and development, and the development and acquisition of relevant and quality technical skills in all trades and soft skills that are necessary for development of nations, businesses, and communities

1. POSITION DETAILS

Position	: Driver
Incumbent	: XXXXXXX
Division	: Estates and Facilities
Department	: EF – Fleet
Location	: Labasa
Reports to	: Director Estates and Facilities or as determined by the University from time to time.
Hours of work	: Normally between the hours, 7.00am – 5.00pm plus any other hours deemed necessary. The workers normal working hours will be consistent with the national laws on hours of work, currently the Employment Relations Act 2007, s72(3), which provides for a maximum of 45 hours' pf work per week. The exact work schedule would be determined between the Worker's Supervisor and the Work.

2. PURPOSE

- Respect and maintain the relationship of trust required to obtain a high level of security access to offices, homes, and properties of company personnel without supervision.
- Be willing and able to perform tasks without direct supervision that may require physical labour, and possibly the use of hand tools. This work may need to be performed both indoors and outdoors in inclement weather.
- Dress in a fashion that enables the employee to complete the daily tasks, while maintaining a professional and appropriate appearance.
- Transport employees, Distributors, and other individuals as directed, in a safe and responsible manner. This includes departmental training, new employee orientation, shuttle transportation for Distributor training and various activities, shuttle transportation for conventions and conferences, airport runs, etc.

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JOB DESCRIPTION**

- Responsible for transporting product and various items pertaining to departmental moves, long hauls, destroy runs, relocation of product to outside warehousing, etc.
- Complete all other tasks as assigned.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Director Estates and Facilities or as determined by the University from time to time.

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

- Accurately complete and submit all necessary paperwork, such as daily dispatch sheets, petty cash items, etc.
- Delivery and pickup of items, documentation ensuring accurate capture of what the item/documentation is, who requested the transport of the item, who received the item, and obtaining proper signatures.
- Keep assigned vehicles free from damage, in acceptable condition, and consistently clean in a manner. Employee must ensure that the vehicle is in proper and safe condition prior to use, and accept responsibility to report any damage or mechanical malfunctions that exist.
- Manage various products and merchandise responsibly while in the act of loading, unloading, or transporting items, ensuring that cargo is properly secured to avoid damage.
- Employee must accept responsibility for proper use and maintenance of keys, pagers, and radios, meaning that pagers and radios must be worn for the duration of assigned shifts, and keys must be properly checked in and out.
- Work extra/overtime hours as needed according to departmental workload.
- Maintain an excellent driving record, meaning that a valid Fiji license must be presented at the time of employment, and no more than two violations can exist on an employee's driving record at any given time.
- Be willing and able to work on-call 24 hours a day, 7 days a week.
- Operate vehicles and equipment safely and responsibly, as assigned.
- Any other duties as assigned by the Fleet Coordinator, Manager Facilities Management & Administration and/or the Director Estates & Facilities.

5. KEY CHALLENGES

- Decision making in an environment of high level of ambiguity and resistance Heads of Colleges/Divisions to accept change.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.

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6. AUTHORITY LEVEL

Operating Expenditure :.....
Capital Expenditure :.....
Others :.....

7. QUALIFICATION

- The Applicant should have completed at least some formal high school education.
- A clean and valid Fiji Group 2, 3, 4 and PSV driver license with a valid Defensive Driving Certificate.

8. EXPERIENCE

- Must have at least 3 years of work experience as a Driver.
- Preference will be given to candidates who have worked for an organisation such as an education institute or where the person has had constant interaction with students and young adults.
- Knowledge of vehicle maintenance will be desirable.

9. KNOWLEDGE & SKILLS

- Proven ability to multi-task.
- Self-starter able to prioritise and manage a demanding workload within tight deadlines.
- Effective communication skills in person.

10. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Staff	Daily