

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position : **Driver**

Incumbent : New

Division : Estates & Facilities

Department : Facilities Management

Location : Samabula Campus

Reports to : **Deputy Director Operations through Fleet Coordinator**

2. PURPOSE

Responsible for transporting staff and students, and other individuals as directed in a safe and responsible manner. This includes transportation to meet the administrative and academic functions of the University including transportation for conventions and conferences, airport runs, runs for industry or field visits, etc.

Responsible for transporting products and various items pertaining to any University activity or function.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Fleet Coordinator**

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

<ul style="list-style-type: none"> • Accurately complete and submit all necessary paperwork, such as vehicle run sheets, daily dispatch sheets, petty cash items, etc.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Keep assigned vehicles free from damage, in acceptable condition, and consistently clean. 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Assist with the loading and unloading of various products and merchandise.
<ul style="list-style-type: none"> • Employee must accept responsibility for proper use and maintenance of keys meaning that keys must be properly checked in and out.
<ul style="list-style-type: none"> • Work extra/overtime hours as needed according to departmental workload.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Be willing and able to work on-call 24 hours a day, 7 days a week.
<ul style="list-style-type: none"> • Operate vehicles and equipment safely and responsibly, as assigned.
<ul style="list-style-type: none"> • Any other duties assigned by the supervisor from time to time.

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.

6. AUTHORITY LEVEL

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

7. QUALIFICATION AND EXPERIENCE

Essential:

- A minimum of Form 6 qualification or equivalent
- At least 3 years of driving experience.
- A clean and valid Fiji Group 4,5 and 6.
- PSV driver license
- valid Defensive Driving Certificate.

Desirable

- Preference will be given to candidates who have worked for an organization such as an education institute.

8. 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.

9. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Fleet Assistant	On a daily basis
Fleet Coordinator	On a daily basis
Manager Facilities Management & Administration	As and when required
Director Estates & Facilities	As and when required

11. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.