Fiji Bureau of Statistics

JOB DESCRIPTION: Project Driver (Census 2027 Preparation)

CORPORATE INFORMATION:

1. Position Level: Driver
2. Rate: Band B ($6.99/hour)
3. Duty Station: Suva
4. Reporting Responsibilities;
   a) **Reports to:** Administrative Officer - HR, Corporate Services Division
   b) **Liaises with:** All FBOS Staff
   c) **Subordinates**: Nil

POSITION PURPOSE:

The purpose of this position is to provide Fiji Bureau of Statistics with transport services to support operations of Fiji Bureau of Statistics.

KEY RESPONSIBILITIES:

- Provide safe and efficient driving services.
- Ensure vehicle is in a good and safe running condition at all times.
- Assist in completing daily vehicle running records.
- Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required.

KEY PERFORMANCE INDICATORS

- Quality transportation services provided in a timely manner
- Quality and efficient updated records of vehicle operations.
- Effective assistance provided with general administrative work in a timely manner.

PERSON SPECIFICATION

A Pass in a Form 5 pass, and the experience requirement with at least 18 months relevant work experience. The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

KNOWLEDGE AND EXPERIENCE

- At least 18 months relevant driving experience with Group 2 and 3 driving licenses
- Group 4 & First Aid Certificates would be an added advantage.
- Valid Defensive Driving Certificate.
- Knowledge of the localities in Fiji.

SKILLS AND ABILITIES

- Good and safe driving skills with adherence to Land Transport Authority regulations.
- Good verbal and basic written communication skills.
- Ability to work honestly and with integrity.
- Ability to work effectively as part of a team.
- Ability to effectively provide administrative support.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Fiji Bureau of Statistics must be Fijian Citizens, under Age 60, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Fiji Bureau of Statistics is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.