



Department of Immigration  
Office of the Prime Minister,  
Industry and Immigration



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[http://www.immigrati  
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**JOB DESCRIPTION: DRIVER**

**CORPORATE INFORMATION**

1. **Position Level:** Wage Earner
2. **Wage Rate:** \$5.37/hr
3. **Duty Station:** Labasa, travel to outer stations required
4. **Reporting Responsibilities:**
  - a) **Reports To:** SIO North
  - b) **Liaises With:** Internal Staffs, Other Ministries and Respective Stakeholders including Land Transport Authority.
  - c) **Subordinates:** Nil

**POSITION PURPOSE**

The position is responsible for the providing transportation needs for the Northern Division and must ensure hygienic condition, maintenance; servicing of vehicle is maintained at all times.

**KEY RESPONSIBILITIES**

The position will achieve its purpose through the following;

1. Responsible for the timely provision of transportation needs for the Northern staffs in accordance with approved work programs.
2. Responsible for the daily hygienic condition of vehicles at all times.
3. Ensure timely servicing and maintenance of vehicles.
4. Timely renewal of wheel tax.
5. Responsible for the daily recording of vehicle running sheets and relevant reporting in accordance to Transport Policy.

**KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators;

1. Timely, effective and efficient provision of transportation needs for the Northern stations.
2. Daily inspection sheets submitted on hygienic condition of vehicles.
3. Ensure timely reporting of servicing of vehicles.
4. Daily record of vehicle running sheets to be submitted to Transport Officer.
5. Timely reporting in accordance to Transport Policy.

## **PERSON SPECIFICATION**

In addition to a pass in Fiji School Leaving Certificate with a valid license Group 2 & 4. Must produce LTA evidence for clean driving record for the past five (5) years and must have a valid Defensive Driving Certificate.

### **Knowledge and Experience**

Basic knowledge of Occupational Health and Safety issues.

### **Skills and Abilities:**

Demonstrated ability to be punctual and responsiveness to instructions

Demonstrated ability to work under pressure

### **Personal Character and Eligibility**

Applicants for employment within the Fiji Civil Service must be Fijian Citizens, under the age of 55, in sound health with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior as a condition of employment.

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