

POSITION DESCRIPTION – APRIL 2023

POSITION TITLE: Driver

LOCATION: FRCS Office, Suva

REPORTS TO: Fleet Administrator

THE ORGANIZATION

The Fiji Revenue & Customs Service (FRCS) is a statutory Service established under the FRCA Act 1998. FRCS is an agent for the State for administration and enforcement of Tax and Customs laws in Fiji. Our Vision is to be a world class revenue Service delivering excellence in revenue collection, border protection, trade, and travel facilitation. Our organizational Values are - One organization; Leadership; Valuing employees; Integrity; Results focus; Partnership development.

POSITION PURPOSE

The Driver is responsible for providing provide safe, efficient and courteous transportation services to the staff and guests of the FRCS and other related logistics services.

As a member of the Properties Team the role contributes to the achievement of our Vision.

ACCOUNTABILITIES

KEY RESULTS AREAS	KEY ACCOUNTABILITIES
Effective support services offered	<ul style="list-style-type: none"> ▪ Meet timely maintenance of Vehicle ▪ Comply with the Occupational Health & Safety Administration ▪ Submit % of reported accidents and safety cases ▪ Provide transport schedule for employees with efficiency
General Administrative Support	<ul style="list-style-type: none"> ▪ Delivery of goods and courier register ▪ % of Support provided within given timeframes ▪ Other delegated responsibilities completed -% completed on time ▪ Quality and Timely servicing of all customers
Core Duties	<ul style="list-style-type: none"> ▪ Liaise with Fleet Administrator for transport schedule ▪ Maintain and secure designated vehicle(s) at all times ▪ Conduct mail run and delivery of services for the FRCS ▪ Ensure designated vehicle(s) is serviced and clean ▪ Provide service for after hours, long distance transportation ▪ Assist in administrative duties or any other duties assigned by management ▪ Submit weekly report on mileage with fuel receipts ▪ Implement periodic checks on service tags to ensure FRCS vehicle is serviced in time.
Stakeholder Management	<ul style="list-style-type: none"> ▪ Work closely with the Assistant Accountant Fleet to establish and review strategic priorities for financial initiatives and building key partnerships within the organisation ▪ Support and participate in financial reporting initiatives to increase business and value added services

Risk Management and Security	<ul style="list-style-type: none"> ▪ Work with the Assistant Accountant Fleet on risk management, disaster recovery & contingency planning ▪ Monitor risk factors management policies and procedures to ensure that program and organisational risks are minimized ▪ Prepare financial evaluations and costing for FRCS's business initiatives and proposals including financial risk and financing strategies
Health, Safety, and Wellness	<ul style="list-style-type: none"> ▪ Champion high standards of Health, Safety and Wellness across FRCS incorporating components into development initiatives where appropriate ▪ Ensure compliance to relevant Occupational Health, and Safety (OHS) obligations and support of health, safety and wellness initiatives are supported and that relevant policies are understood, followed and implemented by all employees

DELEGATIONS

As may be delegated by Fleet Administrator and Senior Properties and Administration Officer from time to time.

PERSON SPECIFICATION

ESSENTIAL

A valid Group 2-6 driver's license with Defensive driving certificate
A pass in Fiji School Leaving Certificate OR FSFE
Certificate or Diploma in Mechanical Services
At least 3 years driving experience in a similar role.

PERFORMANCE COMPETENCY INDICATORS

As a Driver your performance is measured through two criteria:

- **Performance outcome criteria** for your area of responsibility. These are agreed and reviewed annually. You report quarterly to the Fleet Administrator on progress, and provide mitigation strategies and timelines where agreed criteria are at risk of non-achievement.
- **Leadership competencies** - you report quarterly on your facilitation performance measured against the competencies for your role. These are set out below.

COMPETENCY	COMPETENCY DESCRIPTOR
Process Management	<ul style="list-style-type: none"> ▪ Consistently good at identifying the necessary processes, and organising the right people to get things done ▪ Knows what to measure and how to measure is so that complex processes can be refined and more can be achieved with fewer resources ▪ Can organise resources (people, funding, material, support) and use them effectively to get things done including managing multiple activities at once and recording information and files in a useful manner
Decision Quality	<ul style="list-style-type: none"> ▪ Utilises a mixture of analysis, wisdom, experiences, and judgement to make high quality, timely decisions, that produce ideas and solutions that are accurate and demonstrate sound judgement, risk management, and integrity ▪ Provides coaching to others to make decisions that sit within their delegations and area of responsibilities

Drive For Results	<ul style="list-style-type: none"> Can be counted on to successfully exceed goals and expectations by consistently performer, continually pushing themselves and others for results
Financial Management	<ul style="list-style-type: none"> Considers the financial impact of business decisions, can analyse financial data, sound financial decisions based on analysis
Courageous Conversation	<ul style="list-style-type: none"> Is direct and honest in their communication with other by providing timely, complete and “actionable” feedback (positive and critical) Takes tough stands and faces up to problems with any person or in any situation when necessary, and take negative action when it is necessary to do so
Presentation Skills	<ul style="list-style-type: none"> Effectively presents to a variety of audiences on both uncontroversial and controversial topics Commands attention and can read the audience, adjusting their approach as needed
Listening	<ul style="list-style-type: none"> Consistently practices attentive and active listening and demonstrates an ability to accurately reflect the opinions of others even when he/she disagrees Demonstrates tolerance with people and processes by listening, checking and understanding information before making judgements or acting
Problem Solving	<ul style="list-style-type: none"> Uses rigorous logic and methods for recognising and solving difficult and/or hidden problems by providing effective solutions; and looks broadly for answers and searching beyond obvious answers for the best solutions. Conducts high quality and honest analysis of information and data to aid in problem solving
Self-Development	<ul style="list-style-type: none"> Is personally committed to and actively works to continuously improve self Understands that different situations may call for different skills and approaches, works to strengths and compensates for weaknesses.

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