



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE | JOB DESCRIPTION: HEAD OF GOVERNMENT FLEET SERVICES

CORPORATE INFORMATION

1. Position Level: Band K
2. Salary Range: \$64,556.35 - \$82,232.50
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Permanent Secretary for Finance
 - b) **Liases with:** Ministry staff, Public Service Officers, External Stakeholders
 - c) **Subordinate (s):** 2

POSITION PURPOSE

This is a senior management role reporting directly to the Permanent Secretary for Finance

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities:

1. Provide the overall strategic direction, manage and monitor the development, implementation and review of all vehicle related strategies, agreements, policies and procedures to ensure the best possible vehicle fleet service across Government;
2. Ensure compliance by Ministries and Departments to related rules, regulation, processes and procedures relating to the administration of vehicles;
3. Provide technical advice to the Permanent Secretary, Ministries and Departments and staff on all vehicle related matters;
4. Facilitate and monitor the efficient allocation of leased vehicles to Government Ministries and Departments in a timely manner;
5. Assist the Internal Audit Unit with vehicle/driver related surcharge cases;
6. Support and facilitate vehicle and driver logistics for high level meetings and conferences as and when required;
7. Handle all complaints related to vehicles and/or drivers in a timely and efficient manner;
8. Report monthly and/or quarterly to the Permanent Secretary on whole of Government vehicle administration, leasing arrangements and other vehicle related outcomes;
9. Prepare presentations, speeches, parliamentary responses, advertisements, press releases and speaking notes for the Permanent Secretary and/or Minister;
10. Ensure the proper management of financial resources, oversee the recruitment of qualified and competent staff, promote staff development through training and guide and motivate staff to ensure maximum productivity;
11. Any other duties assigned by the Permanent Secretary.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Administer acquisition/lease of Government fleet
2. Facilitate the allocation and usage of fleet depending on the agency needs
3. Administer the utilisation of fleet based on the Vehicle Policy and Master Leasing Agreement

PERSON SPECIFICATION –

In addition to Masters Degree (or equivalent) in Transport Management, Public Administration or similar from a recognized institution (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role

Knowledge and Experience

1. At least 6 years' experience managing vehicle fleet responsibilities in a very large organisation
2. Possess good working knowledge of vehicles
3. Possess sound knowledge of Government financial processes and procedures, LTA Act 1998 and law
4. Possess sound knowledge of Fiji's economy and the various economic, fiscal and social policies of Government as well as the associated development challenges and opportunities
5. High level experience dealing with vehicle policy matters and conducting negotiations with senior Government officials and private sector suppliers

Skills and Abilities

1. Ability to give comprehensive advice on vehicle administration, management and leasing to the Permanent Secretary
2. Ability to formulate and administer policies and initiatives to ensure the successful delivery of Ministry outcomes
3. Ability to exercise effective judgment, sensitivity and creativity to changing needs and situations;
4. Ability to work under pressure and beyond normal work hours, multi-task and respond quickly to the Permanent Secretary and/or Minister when required
5. Ability to manage resources, lead and mentor staff effectively
6. Excellent written and verbal communication skills with high proficiency in technology use

Personal Character

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants