



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: ADMINISTRATIVE OFFICER [GOVERNMENT FLEET MANAGEMENT UNIT]

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: \$24,261.72 – \$30,615.98
3. Duty Station: Ro Lalabalavu House, Suva
4. Reporting Responsibilities:
 - a. **Reports To:** Senior Administrative Officer
 - b. **Liases with:** Ministry Staff, Stakeholders, Ministries and Departments.
 - c. **Subordinates:** Nil

POSITION PURPOSE

The purpose of the post is to facilitate and administer the government vehicle fleet in accordance with administration and management of Government vehicles.

KEY RESPONSIBILITIES

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

1. Ensure payment of lease vehicles and fuel usage are fulfilled within the required timeframe as per the work schedule.
2. Monitor and control usage of government vehicles by Ministries/departments by investigating complaints and recording appropriate actions bring up date.
3. Assist in ensuring vehicles are made available for VIP use by coordinating with Ministries/Departments by identifying appropriate vehicles.
4. Assist in effectively contributing to improving the standard of Government vehicles to meet with LTA requirements in liaison with LTA.
5. Conduct daily inspection of the Ministry's fleet and report/action any defects or other findings captured.
6. Ensure Government Vehicle Quarterly Returns are actioned accordingly.
7. Assist in the review of policies, procedures and processes in the management of Government vehicle fleet.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effectively and efficiently assist in ensuring payments for lease vehicles are fulfilled within the required timeframe.
2. Effectively monitor and control usage of government vehicles by Ministries/departments through investigating complaint and recording appropriate actions. And ensuring the standard of Government vehicles are meet with LTA requirements.
3. Effectively and efficiently ensuring that vehicles are made available for VIP use by coordinating with Ministries/Departments on the release of appropriate vehicles.
4. Effectively monitor and evaluate driver's performance and attend to any queries/grievances.

PERSON SPECIFICATION

A Degree in Management & Public Administration, Business Administration or equivalent from a recognized institution with relevant work experience.

KNOWLEDGE AND EXPERIENCE

1. At least 2 years' experience providing high level administrative support to senior management of a large organization.

SKILLS AND ABILITIES

1. Ability to interpret and understand guiding finance legislations, regulations and accounting policies of the Fijian Government.
2. Demonstrated competency working with numbers and ability to respond to queries within a short period of time.
3. Demonstrated ability to effectively work in a team and with clients and stakeholders.
4. Demonstrated ability to work beyond normal working hours and meet strict deadlines.
5. Capacity to utilize computer programs to support operations
6. Excellent verbal and written communication skills with attention to detail and accuracy

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