Pacific Disability Forum

Position Description

Vacancy Title: Driver / Office Assistant
Location:
Reports To: None

Objective

The Driver / Office Assistant provides safe, reliable and accessible transportation services together with practical office support to assist the efficient operation of Pacific Disability Forum activities. The role is responsible for passenger transport, vehicle care, document and goods delivery, meeting support and general office assistance while ensuring compliance with organisational policies, road safety requirements and accessibility standards.

Outcomes

Organisational Stakeholders

1. Passenger and Transport Services

- Confirm approved journeys, schedules and passenger arrangements prior to departure.
- Transport staff, members, consultants, visitors and authorised goods safely and professionally.
- Provide respectful assistance to passengers, including support for approved accessibility and mobility requirements.
- Ensure all transport activities comply with road traffic regulations and organisational procedures.
- Select safe and efficient travel routes while considering timeliness and passenger comfort.
- Report transport delays, incidents or schedule changes to the Travel & Logistics Officer.

2. Vehicle Management and Roadworthiness

- Conduct routine vehicle inspections before and after use.
- Monitor vehicle cleanliness, fuel levels, tyre condition and general roadworthiness.
- Maintain vehicle equipment, emergency kits and required documentation.
- Monitor registration, insurance, servicing and inspection due dates.
- Report faults, accidents, damage or unsafe conditions immediately.
- Cease operation of vehicles where safety concerns have been identified and refer issues for action.

3. Vehicle Records and Transport Administration

- Maintain vehicle logbooks and record all approved vehicle movements.
- Record odometer readings, fuel usage and journey details accurately.
- Submit fuel receipts and approved transport-related expenditure records for verification.
- Secure vehicle keys, registration documents and assigned equipment after use.
- Assist with preparation of vehicle utilisation reports and maintenance records.
- Maintain transport records in accordance with organisational requirements.

4. Deliveries, Errands and Courier Support

- Complete authorised deliveries, collections and office errands as assigned.
- Obtain signatures, receipts or confirmation records for deliveries where required.
- Ensure confidential documents, organisational property and sensitive materials are protected during transport.
- Coordinate delivery schedules and movement requirements with relevant staff.
- Assist with transportation of meeting materials, supplies and equipment.
- Report unsuccessful deliveries or logistical issues promptly.

5. Office and Facilities Support

- Set up meeting rooms, equipment and materials as directed.
- Assist with preparation and clearing of venues for meetings, workshops and events.
- Monitor office supply levels and report replenishment requirements.
- Identify and report minor maintenance or facility issues.
- Support the movement and safe handling of office equipment and materials.
- Undertake assigned administrative and operational support tasks within approved responsibilities.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.

People		
	Self-Management	Manage your priorities and objectives efficiently and effectively
Professional		
	Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational		
	Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
School Leaving	Others	Secondary School Education or equivalent literacy and numeracy capability.

Work Knowledge and Experience

Minimum three (3) years of professional driving experience with a satisfactory driving record.

Valid Fiji Driver Licence appropriate to the class of vehicle operated.

Experience transporting passengers and organisational materials in a professional environment.

Experience following schedules, routes and operational procedures.

Required Knowledge -Fiji road traffic laws and safe driving practices. -Local road networks, routes and travel conditions. -Vehicle safety checks and basic maintenance requirements. -Emergency response and incident reporting procedures. -Safe manual handling and lifting practices. -Accessibility principles and respectful passenger support. -Confidentiality requirements relating to passengers, documents and organisational information.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
External		
	Members and Visitors	
	Accommodation and Venue Providers	
	Vehicle Service Providers and Mechanics	
	Courier and Delivery Contacts	
	Fuel Suppliers, Transport Service Providers	

Attributes

Behavioural Styles	
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Interpersonal Styles	
Team Oriented	Enjoys being with others as part of a group or team.
Thinking Styles	
Flexible / Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: --

Closing Date: 29 Nov 2026