

# Position Description

Vacancy Title: Driver (Re-Advertise) Location: Suva, Fiji Islands

#### Objective

The Driver will safely transport FBC employees, supplies and equipment to and from specified locations in a timely manner, adhering at all times to the company's driving standards.

#### Outcomes

#### **Organisational Stakeholders**

#### 1. Fleet Management

- Picking up staff, clients and driving them to the desired destination.
- Mapping out driving routes to ensure a timely arrival.
- · Performing inspections of vehicles and equipment.
- Maintaining a high degree of professionalism and customer service.
- · Assisting with loading and unloading luggage and equipment's.
- · Keeping track of road conditions.
- · Promptly informing the company of any tickets issued against the company vehicle during work hours.
- Ensuring that the company vehicle is always parked in areas that permit parking in order to avoid towing.
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance.
- Providing accurate time records of the company vehicle's coming and goings.
- Reporting any accidents, injuries, and vehicle damage to management.
- Perform regular safety checks on vehicles to ensure they are in good working condition before and after each trip.
- Adhere to traffic laws and safety regulations to avoid accidents or incidents.

#### 2. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- · Work collaboratively to achieve the set targets and goals

#### **Product's Stakeholders**

#### 1. Operational and statutory compliance

- Statutory compliant to laws and regulations
  - Health and safety compliance
  - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

### Responsibilities - Key Competencies

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	Competence	Description
	Business	
	Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
	Resource	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
	Management	
	Information Analysis	Make informed decisions by collecting and interpreting data and information
	Communication	Exchange information through verbal communication
Customer		
	Customer	Demonstrate a commitment to customer service - both internal and external customers.

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Commitment

Relationship Building Build beneficial relationships with suppliers and stakeholders.

**Quality Focus People** 

> **Team Orientation** Work in a team towards a common aim. **Problem Solving** Develop practical solutions to a situation.

Deliver quality.

Learning Develop the competencies of self and others to enhance performance. Self-Management Manage your priorities and objectives efficiently and effectively

Competence Description

**Professional** 

Technical Strength Demonstrate knowledge of a specialist discipline.

Compliance Comply with relevant laws and the policies and procedures of the organisation.

**Operational** 

Equipment Operation Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the

assignment.

Maintenance Monitor and/or maintain equipment, plant or vehicles in sound operating order.

Health and Safety Establish and maintain a safe and healthy work environment.

### Qualifications

Qualification Discipline Notes

**Preferred** 

School Leaving Form 6 Completed Year 12 or 13 education

**Desirable** 

Certificate Automotive

## Work Knowledge and Experience

Minimum 2 to 3 experience in a similar role.

Valid driver's license with a clean driving record - Group 2 & Group 6 (Manual)

Sound knowledge of traffic laws, safety regulations, and city/town routes

Flexibility in-terms of work schedules - including evening and weekend shifts if required

## Requirements

## **Language Proficiency**

**Excellent command of English** 

## **Regulatory Compliance Requirements**

Police Clearance

Valid Drivers License

Sound knowledge of road safety regulations

## Other Required Requirements

No other required items found.

## Interactions

Туре	Interaction	Comments
Internal		
	All employees	
	Management Team	
External		
	Customers	
	Regulators	

## **Attributes**

## **Behavioural Styles**

Energetic Constantly active and driven to put in effort. Works hard to promote an enterprise.

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: HR Team

Contact Email: hrteam@fbc.com.fj Further Contact Information: 3314333

Closing Date: 07 Dec 2025