

Position Description

Vacancy Title: **Driver/Administrative Assistant**

Location: **Suva, Fiji**

Reports To: **None**

Objective

Maxumise is recruiting on behalf of our client for the position of Driver / Admin Assistant. This role involves managing tasks related to the office vehicle, ensuring it is well-maintained and available for use, performing messenger duties such as delivering documents and packages to various locations, and assisting with administrative transactions involving local vendors to ensure smooth and efficient operations. Additionally, the Driver / Admin Assistant will support office staff with non-routine tasks as needed, contributing to the overall functionality of the office, and provide assistance for other missions and special projects as required. The Driver / Admin Assistant will report directly to the Country Manager, ensuring that all tasks are completed efficiently and effectively.

Outcomes

Organisational Stakeholders

1. Effective transportation services provided to staff and delegates

- Efficient, courteous, and safe transport services provided to office staff and visitors.
- Safety protocols ensured before, during, and after driving services are administered.
- Transport of resident staff and visiting mission members for official meetings during office business hours, and (when arranged in advance and approved by the Resident Representative), during weekends or evenings if mutually agreed.
- Transport of resident staff and visiting mission members between their approved hotels at pre-agreed hours at the start and end of the business day.
- Coordination of itineraries and schedules for pick-up/drop-off and meetings ensured.
- Official trips, daily mileage, gas, and oil consumption efficiently recorded and reported as and when required.
- All road-related incidents are reported to the Program Assistants.
- Efficient handling, delivery, and receipt of important documents.
- Delivery of official correspondence and collection of mail from the postal box ensured.

2. Timely maintenance of office vehicles ensured

- General cleaning, care, and maintenance of office vehicles ensured for safety and compliance purposes.
- Daily/Weekly vehicle safety checks, including responsibility for preventative and immediate remedial action on risks and defects.
- Security checks and maintenance of assigned vehicles, particularly before entering service, including tires condition, spare tire, horn, lights, windshield, windows, mirrors, brakes, air conditioning system, seatbelts, under hood (battery, power steering, hoses, belts, windshield washer, transmission fluid, brake fluid, oil level, and fuel).
- Logistics and administration relating to compliance of vehicle to Fiji law ensured (safety sticker, registration, servicing, etc.).

3. Administrative support and assistance provided

- Back-stop provided for the Receptionist role ensure during business hours and reporting of contingencies
- Logistics support provided within and across the organisation for office events & materials, and purchasing and delivery of office and kitchen supplies
- Provide messenger tasks and other office assistance in terms of visa applications; loading/unloading and movement of furniture, equipment, cargo and office supplies; administrative transactions with local vendors and other non-routine tasks when required for office staffs and other missions
- Administrative tasks including but limited to the following carried out:
 - Printing, photocopying, scanning, binding, paper cutting, etc
 - Utilities/office supply bills reviewed and checked for accuracy
- Participation in annual asset physical check and inventory ensured
 - Care and maintenance of office facilities and equipment
- Monitoring of all first aid kits in office, handling the consumption monitoring and replenishment.

4. Support provided to the Crisis Management Team as and when required

- Security checks on the safety of staff in their residences prior to, during, and after a natural disaster such as cyclones ensured.
- Following the activation of the 'Emergency Staff Calling Tree' during a disaster, a wellness check (virtual or in-person) is carried out to ascertain staff's safety status.
- If a staff member is not contactable, then with permission from the Resident Representatives, use the official office vehicles to drive to the staff member's home to check on them.
- Damages or medical emergencies that the staff might need are reported to the Resident Representatives, and local medical services are contacted for assistance if needed.
- Office premises are inspected for leakages, power outages, and to ensure that all equipment is safe or in the event of damage.
- Stock assessment is carried out and reported to the Resident Representatives.
- Assistance provided with recovery efforts in relation to the office premises and equipment.

5. Teamwork and cooperation

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

6. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Team Orientation	Work in a team towards a common aim.
Self-Management	Manage your priorities and objectives efficiently and effectively
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	Not Specified	Graduated High School

Work Knowledge and Experience

- At least 5-year driving experiences in an international working environment
- Proven skills in driving safely and within legal and safety limits required, specialized training in secure driving practices, highly desirable
- Competence in basic maintenance and care of vehicles required.
- Availability for evening/weekend over-time work required with a willingness to travel
- Good organizational and communication/customer service skills.
- Ability to take direction from coordinating staff while still taking the initiative to speak up and ask questions, and to work proactively under pressure

Requirements

Regulatory Compliance Requirements

- Police Clearance
- Defensive Driving Certification from local transport authority

Other Required Statements

- No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
External		
	Statutory Authorities	
	Community	
	Vendors and Suppliers	

Attributes

Behavioural Styles

- Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- 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 Enjoys being with others as part of a group or team.
- Oriented

Thinking Styles

- Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.

How To Apply

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Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: --

Closing Date: 04 Oct 2026