



HIGH COMMISSION OF THE REPUBLIC OF FIJI
Canberra, Australia

VACANCY NUMBER: 01/2018

Position Title:	Driver / Chauffeur
Level	
Mission:	Fiji High Commission Canberra

Primary Purpose:

The position is the official driver for the High Commissioner and handles all driving duties of the Mission.

Principal Accountabilities:

1. Attend to driving duties for the High Commissioner, including chauffeuring VIPS and VVIPS, and general driving duties for the office;
2. Assist with Airport facilitation work when needed;
3. Responsible for the daily cleaning and maintenance of official vehicles;
4. Responsible for the daily update of Running Sheet and Vehicle Log Book;
5. Travel out of station, from time to time, for official purposes;
6. Attend to duties outside of normal working hours as and when required, including on weekends and public holidays;
7. Assist with Administrative functions such as;
 - Procurement work
 - Mail runs
 - Meet & Greet (front desk duties)
8. Assist in Consular functions such as;
 - Passport processing
 - Visa applications
 - Answering enquiries
9. Attend to other duties as may be assigned by the Head of Mission or his/her nominee.



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Qualification:

Knowledge and Experience:	Skills and Abilities:
<ul style="list-style-type: none">• Experienced Driver & attainment of defensive driving certificate and Theory test in Australia• Clean driving record for the past 10 years;• Basic knowledge of automotive and general maintenance procedures;• Proven experience of having done similar driving duties for no less than 5 years;• Some understanding of administration and accounts procedures;• Good understanding of traffic laws;• Basic Knowledge of OHS and passenger safety issues; and• Must be able to operate manual vehicles.	<ul style="list-style-type: none">• Good driving record;• Demonstrate good Customer service skills;• Good communication skills, both oral and written;• Computer literacy is an advantage; and• Ability to work within a team environment.

Personal Character and Eligibility:

Applicants for employment at the Fiji High Commission must be able to work legally in Australia, under the local retirement age, in sound health and with a clear police record. The successful applicant will be required to provide satisfactory medical and police clearance as a condition of employment.

The Fiji High Commission is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible applicants.

Interested applicants must email a short covering letter, updated Curriculum Vitae and other necessary supporting documents to secondsecretary@aus-fhc.org

Late, incomplete and applications received via any other means will not be considered.

Closing Date: 4:00pm Monday 12 November 2018