



## **JOB DESCRIPTION DRIVER**

**Job Purpose:** The position of Driver is responsible for providing driving services for the operational/HQ staff and other personnel as and when required and ensuring the safety of the passengers and himself.

### **Key Responsibilities**

#### **Driver Duties:**

- Safely operate official BAF vehicles for the transport of staff, goods, and equipment to various locations as directed.
- Ensure vehicles are maintained in a clean, safe, and operational condition, including performing routine checks (e.g., oil levels, tire pressure, etc.).
- Adhere to all road safety and traffic regulations.
- Maintain accurate records of daily vehicle operations, including fuel consumption and mileage.
- Assist with the loading and unloading of materials, ensuring that items are secured properly in the vehicle.

#### **Dispatch Duties:**

- Prepare and dispatch official documents, packages, and materials to internal and external stakeholders in a timely and efficient manner.
- Ensure the accurate and confidential handling of all documents, ensuring proper delivery and receipt records.
- Coordinate with internal departments to ensure that outgoing documents and parcels meet required standards.
- Receive and deliver packages, ensuring that the correct documentation accompanies deliveries.

#### **General Responsibilities:**

- Maintain professionalism and confidentiality at all times when handling sensitive documents.
- Assist in the coordination of logistics for special events, meetings, or projects as required.
- Support administrative and office staff with transport and delivery-related tasks as necessary.
- Report any issues or incidents involving the vehicle to the Fleet Officer immediately.
- Perform other duties as assigned by Supervisor.

## Qualifications

- A High School pass, with Valid Group 2 and 4 driving license
- Defensive Driving Certificate
- Minimum of 2 years' experience as a driver or in a similar role.
- Good knowledge of local roads, traffic rules, and vehicle maintenance.
- Strong organizational skills and attention to detail, particularly in managing dispatch of documents.
- Ability to maintain confidentiality and professionalism.
- Strong communication skills.
- Ability to work independently with minimal supervision.
- Basic Automotive Knowledge would be an added advantage.

## Personal Attributes:

- Punctual and reliable.
- Excellent interpersonal skills with the ability to communicate effectively at all levels.
- A proactive approach with strong problem-solving abilities.
- Strong focus on safety, organization, and efficiency.

## Working Conditions:

- Full-time position.
- Occasional travel and extended hours may be required.

### REMUNERATION

Remuneration will be commensurate based on an individual's qualifications and experience within the relevant salary band.

### WHERE TO SEND YOUR APPLICATION

1. Visit our website [www.baf.com.fj](http://www.baf.com.fj) to access the **Job Description** and click on the **link** to apply.
2. Applications are required to submit cover letter, curriculum vitae and at least 2 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications close on Friday 7<sup>th</sup> February 2025 at 05:00pm.

*Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.*

**BAF IS AN EQUAL OPPORTUNITY EMPLOYER**