



PACIFIC ISLANDS
FORUM SECRETARIAT

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Applicant Information Package

Driver
January 2018

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A. ABOUT THE PACIFIC ISLANDS FORUM SECRETARIAT

The information offered in this package is for information only. It does not necessarily form part of the employment contract.

The member states of the Pacific Islands Forum are Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

The Pacific Islands Forum Secretariat was established in 1972. The organisation currently employs 96 staff. The **Forum Secretariat's** mission is to support Forum Members undertake deeper forms of regionalism to further economic growth, sustainable development, good governance and security. Achieve this through policy advice, coordination and implementing the decisions of Forum Leaders. (PIFS' Results Framework 2016 - 2018)

The Leaders' Vision:

Our Pacific Vision is for a *region of peace, harmony, security, social inclusion, and prosperity, so that all Pacific people can lead free, healthy, and productive lives.*

(Framework for Pacific Regionalism 2014)

In delivering its vision, the Secretariat will strive for professional excellence while demonstrating personal leadership. It will be responsive to the needs of its stakeholders and will excel within a caring and innovative environment.

B. JOB DESCRIPTION

Position Identification

Job Reference:

Job Title: Driver

Work Unit: Office of the Secretary general

Responsible To: Executive Assistant to the Secretary General

Responsible For: -

Job Purpose: This job exists to provide efficient driving services to the Secretary General and in the Secretary General's absence drive the officer in charge to attend official functions as well as provide general driving services to support the work of the Forum Secretariat.

Date: January 2018

PIFS Job Band: Band 3

The Leaders' Vision

Founded in 1971, the Pacific Islands Forum is the region's premier political and economic policy organisation. The Forum Leader's Vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives. The Pacific Islands Forum works to achieve this by fostering cooperation between governments, collaboration with international agencies, and by representing the interests of its members.

The work of the Forum is guided by the Framework for Pacific Regionalism which was endorsed by Leaders in July 2014. It sets out the strategic vision, values, objectives and approaches to achieve deeper regionalism in the Pacific. Pacific regionalism is recognized by leaders as:

The expression of a common sense of identity and purpose, leading progressively to the sharing of institutions, resources, and markets, with the purpose of complimenting national efforts, overcoming common constraints, and embracing sustainable and inclusive development within Pacific countries and territories and for the Pacific region as a whole.

The Pacific Islands Forum Secretariat is mandated to coordinate the implementation of Forum Leader's decisions.

Policy & Position Context

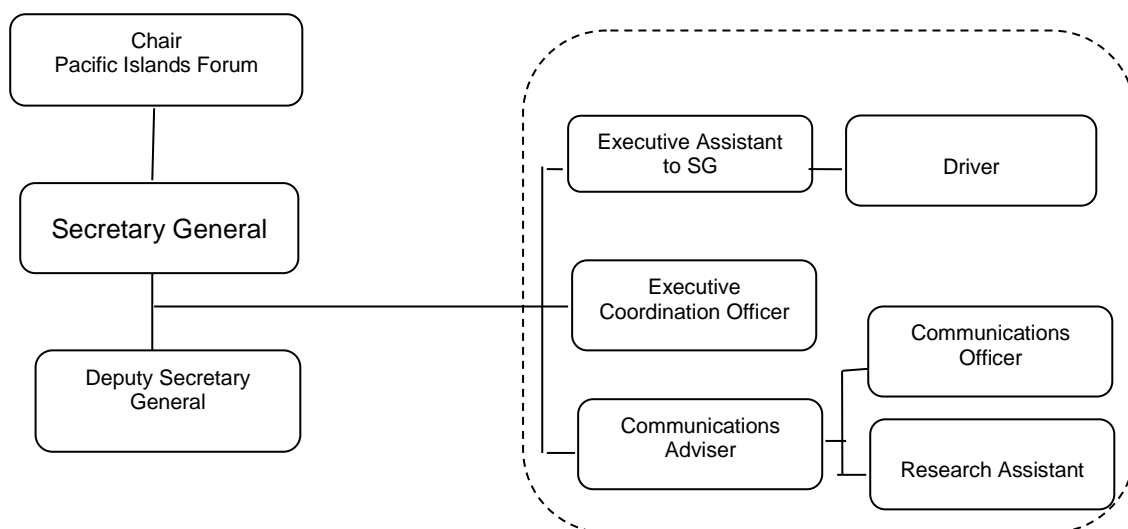
The position of Driver is based in the Executive team and reports to the executive Assistant to the Secretary General.

The Driver's primary role will be to drive the Secretary General to all his/her official engagements and to be on standby to drive the Secretary General, should it be required, after official hours as well.

The working hours of the Driver will therefore be flexible in line with any on-demand driving requirement. The working hours will be set at 37 hours per week with actual times worked dependant on the Secretary General's schedule when he/she is in office. How this arrangement works will be outlined in the employment offer.

As well as the flexible working hours, the Driver will be provided a house on the Secretariat campus at a subsidised rental rate to enable efficient response times.

When the Secretary General is out of the office on official duty, the Driver will work the regular hours of other staff doing office errands such as mail runs, pick and drop of correspondence to the Ministry of Foreign Affairs, embassies, etc. The Driver will also drive the officer in charge at these times to attend to official engagements.



The position of Driver encompasses the following major functions:

1. Safe and efficient driving services for the Secretary General

- Carrying out the driver services for the Secretary General in accordance with the SG's daily schedule.
- Ensuring that proper protocol courtesies is adhered to.
- Always on standby 10 minutes before departure time for SG's appointments outside the office.
- Maintaining SG's vehicle in top condition at all times.

2. Effective coordination of all stakeholder delivery and driving needs

- Liaise with all internal stakeholders on delivery and driving needs
- Keep abreast with the SG's travel schedule to inform monthly driving/delivery schedule and ensure that Executive Assistant (EA) to SG and Property Services are kept informed
- Ensure that all other stakeholders are informed of driving/delivery arrangements (eg Information Manager, Human Resources, Finance, EA to DSG, Senior Management Assistants)
- Ensure the delivery services continue as usual when SG is in the office

3. Efficient delivery operations and general driving services.

- General driving services to Forum Secretariat, in accordance with the daily driver/messenger schedule. This includes:
 - (i) the daily mail runs;
 - (ii) hand delivery/collection of mail and/or goods, parcels, letters, etc;
- Driving meeting delegates to and from airports, hotels, etc. and provide driving services during meetings and conferences when required;
- Maintaining running sheets on a daily basis and other records in respect of the use of vehicles;
- Other duties as directed from time to time by the Secretary General.

4. Promote safe work practices in areas of driving and delivery.

- Undertake annual Defensive Driving Course to keep skills current;

- Recommending policies to reflect safe operational practices;
- Providing advice as input to operational procedures for efficient driving and delivery services at Forum Secretariat.

Position Accountabilities

The incumbent is accountable for the key result areas described under the Policy and Position Context (above). To successfully deliver on these key result areas the incumbent will have to demonstrate competently the following core capabilities.

<p><i>Planning & Prioritising</i></p> <ul style="list-style-type: none"> ▪ Discusses personal objectives (operational) with supervisor – may enter these into the P&R form ▪ Makes daily and / or weekly plans ▪ Keeps a track of the progress of tasks for which they are accountable ▪ Implements routine tasks reliably ▪ Reorganises day when immediate priorities change ▪ Anticipates consequences of incomplete or poorly completed tasks ▪ Uses initiative if tasks are completed ahead of time 	<p><i>Communicating with Purpose & Effect</i></p> <ul style="list-style-type: none"> ▪ Relays straightforward messages accurately ▪ Asks questions to clarify information and requests ▪ Applies active listening techniques ▪ Offers suggestions / ideas to team members in a clear and confident manner
<p><i>Leading & Collaborating</i></p> <ul style="list-style-type: none"> ▪ Knows the purpose of their role within a team ▪ Knows which colleagues are in the same team ▪ Understands and agrees to the code of conduct ▪ Works with others to complete tasks ▪ Accepts directions and follows instructions, working under day to day supervision ▪ Avoids idle gossip 	<p><i>Applying Critical Thinking</i></p> <ul style="list-style-type: none"> ▪ Recognises there may be more than one way to approach the work at hand ▪ Exercises common sense and initiative in dealing with day to day challenges ▪ Understands why relevant work procedures have been established ▪ Follows procedures and report instances where procedures do not yield anticipated outcomes ▪ Recognises when to escalate matters ▪ Seeks advice from supervisor
<p><i>Developing & Strengthening Relationships</i></p> <ul style="list-style-type: none"> ▪ Interacts courteously with colleagues and visitors ▪ Acknowledges others at appropriate times ▪ Addresses people by their name ▪ Understands that healthy and productive relationships lead to better outcomes ▪ ‘Steps back’ from unnecessary confrontation 	<p><i>Delivering Value</i></p> <ul style="list-style-type: none"> ▪ Works conscientiously to complete assigned tasks to the required standard ▪ Takes pride in a ‘job well done’ ▪ Identifies and reports on grounds/buildings maintenance matters so these can be prioritized, scheduled and acted on ▪ Accepts and acts on advice from more experienced / senior colleagues in relation to completing work tasks more efficiently ▪ Provides high quality customer service at Forum-hosted events

Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity

Most challenging duties typically undertaken:

- Dealing with dangerous drivers in a professional manner
- Ensuring that deliveries continue while attending to driving for SG
- Balancing priorities during busy periods

Level of Delegation

The position holder:

- Cannot authorise any costs
- Cannot sign standard letters on the Secretariat letterhead

Functional Relationships & Relationship Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">▪ Fiji Ministry of Foreign Affairs▪ Dept of Immigration▪ Diplomatic Missions▪ CROP Organisations▪ Meeting Participants▪ Travel Agents▪ Bank Tellers	Courtesy, facilitating, negotiating, resolving minor conflicts, advising, giving/receiving information, influencing and persuading
Internal <ul style="list-style-type: none">▪ Secretary General▪ Management▪ All Staff	<ul style="list-style-type: none">▪ Courtesy, facilitating, negotiating, resolving minor conflicts, advising, giving/receiving information, gaining cooperation

Person Specifications

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none">▪ Drivers Licence with a Class 2 pass without any demerits or history of accidents▪ Valid Defensive Driving certification	<ul style="list-style-type: none">▪ Some knowledge of car care

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> ▪ Aptitude for upholding safety and reliability. ▪ Basic knowledge of vehicle maintenance and repairs. ▪ Matured, confident, courteous and reliable person. ▪ Proficiency in written and spoken English. 	<ul style="list-style-type: none"> ▪ Experience in dealing with relevant OHS issues. ▪ Diplomatic and punctual attitude.

Other Capabilities/Behaviours

The following levels would typically be expected for the 100% fully effective level:

Building for the Future	<ul style="list-style-type: none"> ▪ Ensures materials/consumables inventories are maintained to meet anticipated demands for the foreseeable future ▪ Accommodates scheduling of own activities (eg annual leave, training) mindful of future events (eg key meetings, public holidays) ▪ Employs environmentally friendly practices (eg recycling, switching off lights, reporting leaking taps)
Advancing Personal & Professional Growth	<ul style="list-style-type: none"> ▪ Knows what is expected of self in current position ▪ Completes learning and development plans in partnership with supervisor ▪ Participates in on-the-job training and structured training at the suggestion / direction of supervisor, typically focused on immediate work area and on developing / consolidating foundational skills / behaviours ▪ Listens to and follows work instructions ▪ Describes procedures that are required in order to meet own job requirements ▪ Meets operational commitments
Promoting Effective Workplace Practices	<ul style="list-style-type: none"> ▪ Follows routine procedures reliably and efficiently ▪ Manages self in regard to fulfilling hours of work requirements, including attendance and leave ▪ Advises others if unable to attend work or meet an agreed commitment ▪ Familiarises self and agrees to comply with Code of Conduct ▪ Observes relevant OH&S requirements ▪ Reports / escalates issues to supervisor should they arise ▪ Attends, and as appropriate, participates in organisation, KRA, team and / or one-on-one manager meetings where requested

Managing and Coordinating Projects	<ul style="list-style-type: none"> ▪ Understands the general purpose and intent of project management ▪ Distinguishes between a project manager and a line manager ▪ Contributes effectively as a project team member when and where relevant ▪ Advises supervisor / project manager about issues that might impact on project timelines or quality
Using Systems, tools and technology	<ul style="list-style-type: none"> ▪ Readily identifies and knows the name and primary purpose of frequently used pieces of equipment ▪ Operates job-specific equipment safely and effectively ▪ Uses appropriate safety equipment (eg boots, gloves, eye protection etc) when operating equipment ▪ Cleans and stores equipment as required ▪ Uses and stores recommended fuels and / or chemicals required for equipment operation ▪ Adopts work practices to take best advantage of available equipment

Personal Attributes

The job holder should be:

- A good listener and clear and effective communicator
- Understanding and accommodating of cross-cultural differences
- Able to think quickly, respond well to new situations, and make decisions quickly if required
- Physically fit and able to travel frequently.

Changes to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as required. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

C. REMUNERATION INFORMATION

The Forum Secretariat is part of the participating CROP agencies that have agreed through their governing councils to standardise employment conditions. Outlined in this section are the conditions, benefits & entitlements that accrue to the position of Driver and the principles these conditions are based on.

Contract Term

- *Principle:* To ensure recruitment and retention of the best person for the position
- *Practice:* The successful candidate will be entitled to a contract term that is subject to a satisfactory medical examination, performance during a six-month probation period, funding, and the need for the position.

Working hours

- *Principle:* To ensure that the minimum legal standard is met.
- *Practice:* Normal working hours are 37 hours per week with the official office hours being:
Monday – Thursday: 8:30am – 5:00pm
Friday: 8:30am – 4:30pm.

Salary

- *Principle:* To ensure relative worth of similar positions across CROP agencies is maintained and consistent with the market, a sample of positions across participating CROP agencies are validated and sized to ensure equivalent salaries are paid for equivalent jobs.
Salaries for all Secretariat positions that are advertised locally, are assessed annually and compared to organisations that pay staff at 10% above the upper quartile of the Fiji All Organisations market.
- *Practice:* This position is placed at Band 3 and the salary will be in the range of FJ\$13,666 – FJ\$20,498 per annum. The salary on appointment is expected to commence at the lower end of the range.

Superannuation

- *Principle:* To provide the minimum legal requirement of the host country.
- *Practice:* This entitlement amounts to the minimum Employer Contribution rate as provided in the Fiji National Provident Fund Act, which will be paid as a cash supplement to salary or to a nominated superannuation fund. For Fiji citizens this will be paid to the Fiji National Provident Fund.

Health/Life Insurance

- *Principle:* To provide standard health insurance.
- *Practical:* Health insurance covering local medical consultation, pharmaceutical benefits and overseas medical treatment (subject to certain conditions) and term life insurance equivalent to three times the base salary is provided for staff.

Annual Leave

- *Principle:* To provide for recuperation and recreation.
- *Practice:* The entitlement for annual leave is 18 working days per annum.

Sick Leave

- *Principle:* To provide for leave for illness or accident.
- *Practice:* The allocation for sick leave is 21 days per annum.

Tax Status

- *Principle:* To meet the minimum legal requirements as agreed through the Establishment Agreement between the organisation and the host government.
- *Practice:* Remuneration is taxable for Fiji nationals.

Other Benefits

Other benefits include family leave, maternity leave and special leave at the Secretary General's discretion.

D. ADMINISTRATIVE INFORMATION

The closing date for applications is **31 January 2018**. Applications should contain full information on education and career background. Applicants must also provide the names, addresses (postal & e-mail), fax and telephone numbers of three employment referees.

Interested applicants are encouraged to apply through our website: www.forumsec.org where an information package containing the job description and remuneration details is also available.

General Information on the Pacific Islands Forum Secretariat is also available on the website.