



HIGH COMMISSION OF THE REPUBLIC OF FIJI
London, United Kingdom

VACANCY – DRIVER/ADMINISTRATIVE SUPPORT OFFICER

FIJI HIGH COMMISSION LONDON

VACANCY NUMBER: 02/2023

The High Commission of the Republic of Fiji in London, United Kingdom invites suitably qualified and eligible applicants for the above full time position.

OVERVIEW OF THE FIJI HIGH COMMISSION

BRIEF OVERVIEW:

The Fiji High Commission to the United Kingdom represents the interests of the Fijian government and its citizens in the UK. We are committed to maintaining strong diplomatic relations, fostering cultural exchange, and providing consular services to Fijian nationals living in the UK.

POSITION PURPOSE:

The position is responsible for driving the High Commissioner, visiting officials and staff and carrying out all administrative tasks for the Mission in accordance with relevant policies/regulations/instructions issued by the Ministry of Foreign Affairs of the Government of Fiji.

PARTICULARS OF THE POSITION

Position Level	Driver/ Administrative Support Officer
Duty Station	Fiji High Commission London, United Kingdom
Reporting responsibilities:	
a) Reports to:	First Secretary
b) Liaises with:	All Diplomats
c) Subordinate:	Nil

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties.

1. Attend to driving duties for the High Commissioner in the High Commission which includes chauffeuring VIPS and VVIPs;
2. Assist with the facilitation work at the Airports when needed also in coordinating transportation for official events, meetings, and activities.
3. Responsible for delivering, collecting mails and other general administration duties;



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4. Responsible for the daily update of Running Sheet and Vehicle Log Book with the daily cleaning and maintenance of assigned vehicle;
5. Oversees administrative processes of Mission such as asset register, annual board of survey, proper accounting of all consumable stock/inventory.
6. Actively researches ways to improve/update Mission administrative processes and any other duties & responsibilities from time to time.
7. Contribute to the organization and coordination of High Commission events, including logistics, setup, and other event-related tasks.
8. Perform any other official duties assigned by the High Commissioner or Diplomats.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Provision of effective and efficient driving services and good management of vehicle.
2. Build, maintain and sustain professional relations with stakeholders, suppliers, customers and colleagues through timely communication that enables delivery of activities within agreed time frames and standards.
3. Quality administrative services are provided, and outcomes are attended to in a timely and effective manner.
4. Actively contribute to the Mission's social and corporate requirements.

PERSON SPECIFICATION

To be considered for this role, the applicant must possess an Advanced working knowledge of Microsoft Office Suite, Office Administration or equivalent qualification from a recognized institute. Word processing knowledge and computer management skills are essential. In addition a valid driving license for manual vehicles, clean driving record and a current Defensive Driving Certificate, the following Knowledge, Experience, Skills and Abilities required to successfully undertake the duties of this role:

The Knowledge, Experience, Skills and Abilities (KESA) required to successfully undertake this role are:

Knowledge and Experience

1. At least 2-3 years of relevant work experience.
2. Experienced Driver & Administrative experience is preferred.
3. Basic knowledge of automotive and general maintenance procedures;
4. Good understanding of traffic laws;
5. Familiarity with diplomatic protocol is a plus Basic Knowledge of OHS and passenger safety issues;
6. Knowledge of Fijian culture, policies, and government procedures is a plus.
7. Service oriented approach, with a commitment to supporting the operational/corporate environment of the High Commission.
8. Fluent in English (speaking Fijian or Hindi would be an advantage).



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Skills and Abilities

1. Ability to work under pressure, flexibility, be of character and work as a team.
2. Ability to plan, develop and coordinate multiple tasks/activities, and work additional hours as and when required.
3. Strong interpersonal, communication and writing skills and the ability to work effectively with internal and external stakeholders.
4. Good filing and records management and customer service skills.
5. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.

Personal Character and Eligibility:

Applicants for employment at the Fiji High Commission must be able to work legally in United Kingdom, 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.

HOW TO APPLY:

To apply for the above role please provide:

1. Application Covering Letter of no more than two pages,
2. Recent Curriculum Vitae (CV),
3. Certified Academic Transcripts,
4. At least **two** referees (one being either a current or recent supervisor).

Please note that incomplete applications and applicants that do not meet the addressed **KESA (Selection Criteria)** will not be considered. Only short-listed candidates will be notified of the date for the interview. If interested, please submit your application with the necessary supporting documents to the Email: fwilson@fijihighcommission.org.uk no later than 24th November, 2023.

Please ensure that the subject line of the email reads: "Application for Driver/Admin Support Officer - [Your Full Name]."

Closing Date of Vacancy: Friday 24th November, 2023 – 4pm BST