



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: Administration and Transport Officer

CORPORATE INFORMATION

1. Position Level: Admin 3
2. Salary Range: A competitive salary depending on qualifications and work experience will be offered to the successful candidate.
3. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka.
4. Reporting Responsibilities.
 - a) **Reports to:** Head of Finance and Administration
 - b) **Liases with:** All the departments/staff.
 - c) **Subordinates:** Not Applicable

ROLE PURPOSE:

The Administration and Transport Officer is responsible for ensuring the smooth and efficient daily operation of the Council's general administration and the effective management and utilization of the entire Council vehicle fleet. This role is crucial for maximizing organizational efficiency, minimizing operational costs, and maintaining compliance with transport and regulatory standards.

KEY RESPONSIBILITIES:

The role encompasses two primary functional areas: Administration and Transport Management.

A. Administration Management

- **Office Management:** Oversee general office administrative activities, including managing stationery, equipment, and utility services to ensure a functional and safe working environment.
- **Documentation & Records:** Maintain centralized administrative files, records, and databases (both physical and electronic) to ensure quick retrieval and regulatory compliance.
- **Liaison:** Act as the primary point of contact for external administrative suppliers, vendors, and service providers.
- **Board Support:** Assist the CEO's office with administrative tasks as required, including logistics for meetings, visitor management, and correspondence handling.
- **Manage the bookings for all Council venues (Chamber, Parks & Grounds)**
- **To prepare the annual reports of the Council.**

B. Transport Management

- **Fleet Oversight:** Manage the day-to-day allocation, scheduling, and tracking of all Council vehicles, plant, and heavy equipment to meet departmental needs efficiently.
- **Maintenance & Servicing:** Establish and manage a rigorous preventive maintenance schedule for the entire fleet. Coordinate with authorized workshops for servicing, repairs, and inspections.
- **Compliance:** Ensure all Council vehicles are fully compliant with legal requirements, including current registration, fitness certification, roadworthiness, and insurance.
- **Fuel & Logs:** Monitor fuel consumption, analyse usage reports, and maintain accurate vehicle logbooks to track operational costs and prevent misuse.
- **Driver Management:** Oversee driver allocation and ensure all drivers comply with Council policies, traffic laws, and proper vehicle handling procedures.
- **Accident Reporting:** Manage all vehicle accident reporting, including liaising with police, insurance companies, and maintenance facilities, and preparing comprehensive internal incident reports.

3. Key Performance Indicators (KPIs)

Performance will be measured against the following indicators:

- **Fleet Availability:** Vehicle downtime due to unscheduled repairs kept below 5% monthly.
- **Cost Efficiency:** Fuel and maintenance costs remain within budgeted parameters (e.g., variance less than 2%).
- **Compliance Rate:** 100% compliance for vehicle registrations, insurance, and fitness certificates.
- **Administrative Efficiency:** Timely processing (within 24 hours) of administrative requisitions and service orders.

4. Selection Criteria

A. Qualifications and Experience

- Diploma or Degree in Business Administration, Logistics, Transport Management, or a related field.
- Minimum of 3 years of experience in a similar administrative or logistics/fleet management role, preferably within a public sector or large operational organization.
- Proven experience in managing vehicle maintenance schedules and supplier contracts.
- A valid and clean driving license is mandatory.

B. Required Competencies and Skills

- **Organizational Skills:** Exceptional ability to prioritize tasks, manage multiple deadlines, and maintain detailed, accurate records.
- **Technical Knowledge:** Good working knowledge of motor vehicle maintenance fundamentals and transport regulations in Fiji.
- **Financial Acumen:** Ability to monitor budgets, analyse expenditure, and prepare variance reports for transport operations.

- Communication: Excellent verbal and written communication skills to liaise effectively with staff, management, suppliers, and regulatory bodies.
- Technology Proficiency: High proficiency in Microsoft Office Suite (Word, Excel) and experience with computerized fleet management or asset tracking systems.

PERSONAL CHARACTER

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution, including:

- Accountable; assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal
- Detail orientated: Attends to the small elements of a task/activity, ensuring completeness and accuracy
- Energetic: constantly active and driven to put in effort. Works hard to promote the enterprise
- Integrity: adherence to moral and ethical principles, soundness of moral character, honesty
- Reliable: Can be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work

Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record.

The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

Lautoka City Council is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.