



**HIGH COMMISSION OF THE REPUBLIC OF FIJI**  
Wellington, New Zealand

**VACANCY – DRIVER/CONSULAR OFFICER**

**FIJI HIGH COMMISSION WELLINGTON**

**VACANCY NUMBER: 02/2022**

**The High Commission of the Republic of Fiji in Wellington, New Zealand invites suitably qualified and eligible applicants for the above full time position.**

**OVERVIEW OF THE FIJI HIGH COMMISSION**

**BRIEF OVERVIEW:**

The Fiji High Commission based in Wellington, New Zealand promotes the diplomatic relationship between Fiji and New Zealand, provides travel information and consular services and community engagements with the Fijian diaspora and other stakeholders.

**POSITION PURPOSE:**

The position is responsible for carrying out all administrative and driving 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**

<b>Position Level</b>	Driver/Consular Officer
<b>Salary</b>	NZD49, 192.26
<b>Duty Station</b>	Fiji High Commission Wellington
<b>Reporting responsibilities:</b>	
<b>a) Reports to:</b>	Second Secretary
<b>b) Liaises with:</b>	All Diplomats
<b>c) Subordinate:</b>	Nil

**KEY RESPONSIBILITIES**

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

1. Attend to general driving duties in the High Commission which includes chauffeuring Head of Mission.
2. Assist with the facilitation work at the Airports when needed;
3. Responsible for delivering, collecting mails and other general administration duties including consular activities;
4. Responsible for the daily update of Running Sheet and Vehicle Log Book with the daily cleaning and maintenance of assigned vehicle;



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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. 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 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 and attainment of defensive driving certificate and Theory test in New Zealand.
3. Basic knowledge of automotive and general maintenance procedures;
4. Good understanding of traffic laws;
5. Basic Knowledge of OHS and passenger safety issues;
6. Service oriented approach, with a commitment to supporting the operational/corporate environment of the High Commission.
7. Fluent in English (speaking Fijian or Hindi would be an advantage).

**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.
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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 New Zealand, 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 three referees (one being either a current or recent supervisor).

Please note that incomplete application 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 Second Secretary Josua Tuwere / Email: [josua.tuwere@gmail.com](mailto:josua.tuwere@gmail.com)

**Closing Date of Vacancy: Thursday, July 19th, 2022, 12.30pm NZ TIME**