



Employment Opportunity

VACANCY NO.49JULY/18: ASSISTANT QUALITY ASSURANCE OFFICER

Applications are invited from suitably qualified candidates to take up the above positions.

The closing date is Friday July 13, 2018

JOB DESCRIPTION: ASSISTANT QUALITY ASSURANCE OFFICER CORPORATE INFORMATION

Role:	Assistant Quality Assurance Officer
Salary Band:	Band 3
Salary range:	\$26,660 - \$31,992
Location:	Valelevu
Unit/Division:	Quality Assurance
Reports to:	Quality Assurance Officer

Position Purpose

The Quality Assurance Assistant is responsible for providing support and assistance in the implementation of quality assurance activities throughout LTA.

Key Responsibilities

1. Assist Departments in developing policies and procedures to improve work systems and processes.
2. Carry out internal quality assurance audits to improve compliance to LTA policies, procedures and relevant regulatory requirements.
3. Ensure proper document control, record-keeping, storage and disposal.
4. Ensure timely completion of quality assurance projects.
5. Implement quality tools to improve productivity and quality.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Number of policies and procedures completed and approved.
2. Number of internal quality assurance audits conducted.
3. Timely submission of document archive and disposal reports.
4. Number of improvement assessments / surveys conducted.
5. Timely submission of project completion updates and reports.

Selection Criteria

The Person

In addition to a Diploma in Quality Management, Science, Business Management or equivalent, with at least one (1) year working experience in the quality assurance field, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

1. Working knowledge of ISO Standards, 5S, Quality Control Circles, Quality Control or equivalent.
2. Working knowledge and experience in policy and procedure development.
3. Working knowledge and experience in quality assurance audits.
4. Knowledge and experience in handling proper document control, record-keeping, storage and disposal.
5. Basic knowledge and understanding of project management.

Skills & Abilities

1. Demonstrated ability to communicate effectively and be a team player.
2. Demonstrated ability to analyse and contribute solutions to complex problems in a resource constrained environment.
3. Excellent attention to detail and good reporting skills.
4. Must meet deadlines.
5. Ability to work with minimum supervision to achieve organization targets.

VACANCY NO.50JULY/18: SENIOR ROAD SAFETY OFFICER

JOB DESCRIPTION: SENIOR ROAD SAFETY OFFICER

CORPORATE INFORMATION

Role:	Senior Road Safety Officer
Salary Band:	Band 3
Salary range:	\$26,660 - \$31,992
Location:	Ba
Unit/Division:	Enforcement
Reports to:	Team Leader Road Safety

POSITION PURPOSE

To create a safer land transport system by using best practice and benchmarking to provide innovative, effective and efficient Road Safety activities with particular emphasis on educating, training and promoting programs for schools and communities.

KEY RESPONSIBILITIES

1. Guide, counsel, develop and motivate staff in the team and introduce systems for maintaining the high caliber of staff necessary for the effective achievement of the Team's objective.
2. Undertake best practice evaluation of road safety service provision through stakeholder and customers' feedback and insight where the reports are comparable year on year.

3. Coordinate and attend to complaints meetings, workshops and exhibitions to deliver road safety education campaigns outside of normal working hours will be required from time to time for schools and community.
4. Test and continuously monitor existing and newly developed policies and procedure for further enhancement.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Submission of reports on number of TIN issuance
2. Submission of reports on number of Defect Orders
3. Number of Court Proceedings attended and prosecuted
4. Submission of Reports on Complaints attended to and resolved

Selection Criteria

The Person

Diploma in Automotive / Mechanical Engineering or in similar position, with at least three (3) years working experience, any other relevant qualifications. or equivalent, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

1. Knowledge on all types of Motor Vehicle License and Public Service Vehicle operating in Fiji Roads.
2. Basic knowledge on types of Fiji Driver licence, Learns permit, Provisional Licences and condition.
3. Understanding of teams and how to work within a high expectation service-oriented environment and able to deal tactfully and effectively with the public and other employees.
4. Experience of working in a customer focused environment and dealing with persistent and difficult customers.

Skills and Abilities

1. Demonstrated ability to communicate effectively and be a team player
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
4. Ability to work with minimum supervision to achieve organisation target

VACANCY NO.51JULY/18: ROAD SAFETY OFFICER

JOB DESCRIPTION: ROAD SAFETY OFFICER

CORPORATE INFORMATION

Role:	Road Safety Officer
Salary Band:	Band 2
Salary range:	\$21,614 - \$25937
Location:	Lautoka
Unit/Division:	Enforcement
Reports to:	Manager Enforcement

Position Purpose

The position is responsible to enforce traffic safety related laws under Land Transport Act 1998, Land Transport Regulations 2000 and Electronic Fare Ticketing Regulations.

KEY RESPONSIBILITIES

1. Provide an on-road undertaking high visibility patrols, set up and manage road check points. Issuance of TINs to all motor vehicle drivers and owners for not complying Land Transport ACT 1998 and Regulations (2000) and Electronic Fare Ticketing Regulations.
2. Attend to 582 text and PSV complains. Issue warning notices to drivers, owners, prepare show cause file, record statement.
3. Escort high-risk vehicles and loads to improve journey time for all road users
4. Issuance of Defects Orders for non-compliance vehicles operating on our roads under VRC Regulation 2000 and Advise customers on nature of defects found and procedures for clearing of defect orders
5. Provide a high level of customer service and care.
6. Attend legal proceedings and provide evidence in court as a witness as and when required Testify in court regarding the circumstances surrounding and reasons for issuing TIN citations

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Submission of reports on number of TIN issuance
2. Submission of reports on number of Defect Orders
3. Number of Court Proceedings attended and prosecuted
4. Submission of Reports on Complaints attended to and resolved

Selection Criteria

The Person

Diploma in Automotive / Mechanical Engineering or in similar position, with at least three (3) years working experience, any other relevant qualifications. or equivalent, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

1. Knowledge on all types of Motor Vehicle License and Public Service Vehicle operating in Fiji Roads.
2. Basic knowledge on types of Fiji Driver licence, Learns permit, Provisional Licences and condition.
3. Understanding of teams and how to work within a high expectation service-oriented environment and able to deal tactfully and effectively with the public and other employees.
4. Experience of working in a customer focused environment and dealing with persistent and difficult customers.

Skills and Abilities

1. Demonstrated ability to communicate effectively and be a team player
2. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
3. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
4. Ability to work with minimum supervision to achieve organisation target

VACANCY NO.52JULY/18: SENIOR TECHNICAL ASSISTANT DEVICE & ROAD SAFETY

JOB DESCRIPTION: SENIOR TECHNICAL ASSISTANT DEVICE & ROAD SAFETY

CORPORATE INFORMATION

Role:	Senior Technical Assistant Device & Road Safety
Salary Band:	Band 3
Salary range:	\$26,660 - \$31,992
Location:	Valelevu
Unit/Division:	Traffic Management
Reports to:	Manager Traffic Management System

THE POSITION

The position performs and ensures successful and timely execution of all Road Safety related activities & proper maintenance of the Photographic Detection Devices pertaining to the Authority's red light and speed camera operations. The incumbent will be on a three (3) years contract and reviewed on an annual basis.

Key Responsibilities

The Senior Technical Assistant (Device & Road Safety) is accountable to the Team Leader Red light and Speed Camera and is responsible for the following activities: -

1. Ensuring that all Photographic Detection Devices are certified & calibrated before any live operations;
2. Ensure that all processes of calibration & certification are followed, in collaboration with Dept. of Weights & Measures.
3. Drawing up of monthly, weekly daily, Operation Orders for all Authorised Photographic Detection Device Operators;
4. Operating the Red light and Speed Camera as per LTA Legislation and Policy requirement;
5. Design and perform regular monitoring and reconciliation of the Authorised Camera Operators daily operation report;
6. Through innovation and benchmarking, develop marketing development strategies that support the Red light and Speed Camera operation & road safety

Key Performance Indicators

Performance will be measured through the following indicators

1. Timely submission of Photographic Detection Device Operators reports
2. Number of regular monitoring and reconciliation of Authorised Camera Operators
3. Number of operations and photographic detection device operators
4. At least an innovation or strategy towards the Traffic Management department

QUALIFICATIONS

Degree in Automotive Engineering/Electronic Engineering /Degree in Mechanical Engineering OR Diploma in Automotive Engineering OR Trade Diploma in Road Transport Technology & Management

Knowledge and Experience

1. At least 1 year of working experience with a Degree qualification
2. At least 3 years of working experience with a Diploma qualification
3. Have some knowledge of verifying requirements of the Fiji roads publications.
4. Have some knowledge of Land Transport Authority's Act and Regulations
5. Good knowledge of Road Technology equipment & software

Skills and Abilities

Demonstrable ability to plan, manage, monitor and coordinate projects;

Sound communication and presentation skills, both written and oral and can use computer software efficiently.

Ability to work under pressure, meet deadlines and work flexi hours if the need arises;

Good report writing skills to support decision making Ability to solve problems and conflict management;

Ability to work as a team and multi-tasking to achieve measurable result;

Ability to solve problems and conflict management;

Ability to think innovatively and submit recommendation for process improvement;

VACANCY NO.53JULY/18: ROAD SAFETY AWARENESS EDUCATION PROJECT OFFICER

JOB DESCRIPTION: ROAD SAFETY AWARENESS EDUCATION PROJECT OFFICER

CORPORATE INFORMATION

Role:	Road Safety Awareness & Education Project Officer
Salary Band:	Band 2
Salary range:	\$21,614 - \$25,937
Location:	Valelevu/Lautoka/Labasa
Unit/Division:	Road Safety Education
Reports to:	Manager Road Safety Education

Position Purpose

The position is to assist in the implementation of the Road Safety Strategy in line with the current legislation and policy initiatives to achieve an overall reduction in the number and severity of collisions and casualties and create a safer environment through innovative, effective and efficient Road Safety activities.

Key Responsibilities

1. Implementation of the Road Safety Strategy.
2. Delivery of road safety education and awareness through facilitation.
3. Assist in the continual improvement of the education and awareness programs for schools and communities.
4. Undertake best practice evaluation of road safety education provision through customers' feedback and insight where the reports are comparable year on year.
5. Investigate and coordinate response to enquiries and complaints from its customers and stakeholders.
6. Attend meetings, workshops and exhibitions to deliver road safety education campaigns outside of normal working hours will be required from time to time.

Key Performance Indicators

1. Timely submission of community awareness reports
2. Number of community awareness carried out
3. Number of public programs carried out
4. Timely submission of reports on school visitations

Knowledge and Experience

Certificate in Teaching/ Disciplinary/any other relevant qualifications, training and teaching experience. Working in rural and education sector.

Qualifications

Diploma in Education/Training of Trainers (Modules 1-2)

Skills and Abilities

1. Demonstrated knowledge of community awareness and presentation
2. Demonstrated experience in facilitating community awareness
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment
4. Service oriented approach, with a commitment to supporting the operational/corporate environment of the organization
5. Ability to work in a team to achieve organizational target

VACANCY NO.54JULY/18: ADMINISTRATION OFFICER

JOB DESCRIPTION: ADMINISTRATION OFFICER

CORPORATE INFORMATION

Role:	Administration Officer
Salary Band:	Band 3
Salary range:	\$26,660 - \$31,992
Location:	Valelevu
Unit/Division:	Corporate Governance
Reports to:	Manager Corporate Governance

Position Purpose

The Administration Officer (Governance) is responsible for providing support and assistance to the Board Secretary in the successful implementation of Board activities and compliance to decisions.

Key Responsibilities

Assist the Board Secretary in all Board activities and logistics and performing first level secretarial function
Submit report on Board and CEO's action item for update to the Board
Ensure proper document control, record keeping, storage and disposal of Board papers and Minutes
Prepare draft reports, communication for Chairman's signature and response.

Key Performance Indicators

Performance will be measured through the following indicators:

1. Timely submission of draft minute and advance Board meeting logistic.
2. Number of follow up on LTA Board decisions and CEO's action item.
3. Timely submission report on Board documents archived in the e-file and attending to internal request.
4. Timely submission of draft CEO and Board monthly and quarterly performance report.
5. Satisfactory work attendance and compliance to instruction from supervisor.

Selection Criteria

The Person

Degree in Legal, Management and Public Administration, Business Management or equivalent, with at least one (1) year working experience in the legal and general administration field, the following Knowledge, Experience, Skills and Abilities are required:

Knowledge and Experience

1. Demonstrate knowledge of Board meeting procedures and general logistic management.
2. Demonstrate experience in following up on matters that need urgent attention.
3. Working knowledge of identifying compliance issues with treatment to avoid flashback.
4. Knowledge and experience in handling proper document control, record-keeping, storage and disposal.

Skills & Abilities

1. Demonstrate ability to communicate effectively and be a team player.
2. Demonstrate ability to analyse and contribute solutions to complex problems in a resource constrained environment.
3. Excellent attention to detail, good report writing and minute taking skills.
4. Ability to work with minimum supervision to achieve organization targets.
5. Demonstrate ability to keep confidential information in a highly classified environment.

Personal Character and Eligibility

All applicants for employment in the Land Transport Authority must be of good character, with a background that demonstrates their commitment to the values of the organization. Applicants must also be Fijian Citizen, under Age 55, in sound health, with a clear police record.

Applications will be regarded as incomplete should the applicant fail to submit their covering letter not more than two (2) pages addressing how they meet the Knowledge, Experience, Skills and Abilities required for the position with their current CV, 2 recent referee and 1 being the immediate Supervisor and copies of relevant academic transcripts or certificates.

Applications that do not address the selection criteria will not be considered.

1. Applications can be accessed through the online recruitment portal (recruitment.lta.com.fj/LinkRM) or emailed to recruitment@lta.com.fj

