

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Properties & Fleet Officer	Position Type:	Fulltime
Department:	Operations & Corporate Services	Salary scale:	Band 3
Location:	FCCC Suva Office	Region	Central/Eastern
Directly Reporting To:	1. Manager Operations & Corporate Services 2. General Manager People Culture & Corporate Services	# of Reports:	N/A

Organisation Summary

The Fijian Competition & Consumer Commission (FCCC) is an independent statutory body established under Section 7 of the FCCC Act 2010 that promotes effective competition and informed markets, encourages fair trading, protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

Purpose & Nature of the Role

The Properties and Fleet Officer will oversee the management and maintenance of FCCC properties and fleet. This role ensures that facilities and vehicles meet health, safety, and operational standards, providing optimal conditions for organizational efficiency and sustainability. The officer will work closely with internal stakeholders to monitor property requirements and fleet usage, manage maintenance schedules, ensure regulatory compliance, and control operational costs.

Key Result Areas (KRA's)

- Conduct quarterly property inspections and address any issues within two weeks.
- Achieve a 95% compliance rate on all health and safety audits.
- Ensure timely completion of scheduled maintenance tasks, with less than 5% delays annually.
- Ensure all fleet vehicles undergo preventive maintenance within scheduled timeframes, achieving 95% on-time service.
- Achieve a 100% compliance rate in fleet and property safety inspections and regulatory requirements.
- Fleets to be effectively and efficiently utilized, maintained and tracked.
- Submit monthly reports on fleet usage, property condition, compliance, and maintenance costs by the 5th of each month.
- Maintain 100% accuracy in asset records for properties and fleet, updated quarterly.

- Complete documentation of all fleet incidents, maintenance records, and property agreements within 48 hours.

Key Accountabilities

1. Support to Manager Operations & Corporate Services

- Provide direct support in coordinating Fleet operations, Property management and Logistics and transport planning
- Translate departmental work plans into fleet and logistics schedules
- Provide regular updates on Operational performance, Risks and constraints along with Resource requirements

2. Fleet Coordination & Oversight

- Manage allocation, scheduling, and utilisation of FCCC fleet
- Coordinate closely with Driver & Logistics Support Officer(s) to ensure efficient execution of transport plans, Timely service delivery.
- Monitor vehicle condition and ensure Preventive maintenance, Timely repairs and Minimal downtime.
- Maintain full compliance with Insurance, Licensing and Safety requirements.

3. Property & Facilities Management

- Coordinate maintenance and upkeep of FCCC properties
- Conduct regular inspections and ensure timely resolution of issues
- Liaise with Landlords, Service providers, Contractors
- Support planning and execution of Office setups, Relocations and Infrastructure improvements

4. Logistics & Operational Planning

- Coordinate logistics support for Departmental activities, Field operations and Outreach programmes
- Align transport and logistics services with organisational priorities
- Ensure efficient deployment of vehicles and resources

5. Vendor & Contract Coordination

- Coordinate service providers for Fleet maintenance and Property services
- Support procurement processes and ensure cost-effective solutions
- Monitor vendor performance and service quality

6. Risk, Safety & Compliance Management

- Ensure compliance with Occupational Health & Safety requirements, Fleet and property regulations
- Develop and implement Basic risk mitigation measures, Safety procedures and protocols
- Report risks, incidents, and hazards to the Manager promptly

7. Financial & Cost Monitoring

- Track and analyse Fleet costs (fuel, maintenance), Property-related expenditure
- Identify opportunities for Cost optimization, Efficiency improvements
- Support budget monitoring and reporting

8. Documentation, Reporting & Data Management

- Maintain accurate records of Fleet usage and maintenance, Property inspections and agreements and Asset registers
- Prepare and submit regular reports to management
- Ensure documentation supports audit, compliance, and decision-making

9. Mail, Transport & Administrative Support Oversight

- Oversee delivery and dispatch functions carried out by the Driver & Logistics Support Officer along with receptionist and registry clerk.
- Ensure Timely mail collection and delivery and Efficient document handling systems

10. Continuous Improvement & Systems Development

- Identify and implement improvements in Fleet management systems, Logistics coordination, Property management processes
- Support introduction of Digital tracking tools and Improved reporting systems

11. Health, Safety & Risk Compliance

- Ensure adherence to Occupational Health & Safety requirements
- Identify and escalate hazards to the Manager
- Promote a culture of safety and accountability

Perform any other duties as assigned within the scope of the operations department as requested by manager.

Key Performance Indicators (KPI's)

Refer to Annual KPI set every Financial Year

Qualification

- Applicants should possess a Diploma in Business Administration, Project Management or any other relevant qualification.
- Valid Group 2 Driving License and Defensive Driving Certificate;
- Clear driving record and Strong negotiating skill

Knowledge and Experience

- The successful candidate must have a minimum of 3 years of relevant experience in property and/or fleet management.
- Ability to analyze maintenance and fleet data to identify efficiencies and areas for improvement.
- Skilled at addressing operational challenges proactively and effectively.
- Ensures accuracy in compliance records, fleet schedules, and property inspections.
- Strong verbal and written communication skills for collaboration with stakeholders.
- Proactively identifies and mitigates risks related to property and fleet management.

Skills and Abilities

- Strong organizational skills and attention to detail.
- Excellent communication skills for coordinating with vendors, contractors, and internal teams.
- Ability to manage budgets, prioritize tasks, and troubleshoot maintenance and fleet issues.
- Proficiency in MS Office Suite and fleet management software.
- Knowledge of health, safety, and regulatory requirements related to property and vehicle operations.

Risk and Compliance

- Timely submission of reports/information papers
- Comply with FCCC's work policy (Human resource policy, Standard Operating Procedures).
- Health and Safety at Work Act 1996 and FCCC Act 2010
- Compliance with the contract and LTA, Insurance, including vehicle breakdown costs.
- Enforce vehicle policy in the FCCC Finance Manual and Fleet Management SOP.

Key Challengers / Success Factors

To ensure FCCC Fleet is free from any defects and to implement an effective & Efficient Fleet Management system and process to better manage the fleet in FCCC, with minimum to less incidents and accidents through proper training.

Internal / External Relationships

Internal

- CEO, GMs and all Managers
- All staffs

External

- Land Transport Authority ; and
- Relevant stakeholders & Other relevant Government Ministries and local Institutes

Authority Level

Financial Authority Level

Not applicable

Human Resources

Through the Human Resources Self Service Portal (myHRhub), you are required to manage your personal details together with Leave Management, while ensuring the Organisational Human Resources Policies are followed at all times.

Proviso

The Job Description and KRA's in this contract with a view that upon review at any time within the contractual period engaged with FCCC, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, Department Manager and Human Resources.

APPROVAL and ENDORSEMENT

Name of Incumbent	Date:	Signature:
Name of Department Manager	Date:	Signature:
Manager Human Resources Name	Date:	Signature:

Note: These responsibilities are exhaustive. From time to time it may be necessary to change position requirement in response to changing nature of our work environment, including technological requirements or statutory changes. Such change maybe initiated as necessary by your Manager or General Manager and will be discussed with you.