

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: JUSTICE & ATTORNEY GENERAL	SYS. POSN. NO: 0000250839	REF. NO: DJAGLR. 21
OFFICE: <i>(Name of Office if it is none of the above)</i>	DESIGNATION/CLASSIFICATION: DRIVER GR. 09.1	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	LOCAL DESIGNATION: DRIVER GR. 09.1	
BRANCH: LIBRARY & RECORDS MANAGEMENT	REPORTING TO: EXECUTIVE MANAGER LIBRARY & RECORDS MANAGEMENT - GR 19	SYS. POS. NO: REF. NO: DJAGLR.01
SECTION: LIBRARY	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.1.20/IMB: 11/ 08	26 NOVEMBER 2008	CREATED
HRM 8.1.20/IMB: 05/10	31 MAY 2010	NO CHANGE
HRM 8.1.20/IM: 31/13	31 ST MARCH 2013	RECLASS
HRM8.1.20/LR:09/24	09 APRIL, 2024	TRANSFER

2. PURPOSE

The Library and Records Management Branch provides the administrative support services of legal library and records management to the Department of Justice and Attorney General. The Branch ensures that: - all required legal materials are acquired, distributed & made available; the safe-keeping & security of organizational records are met.

The driver is responsible for ensuring that Departmental staff on work-related journeys is safely transported to their destinations and that the departmental cars are kept clean and maintained at all times.

3. DIMENSIONS

This is position is important for maintaining the smooth operations of the branch official errands on a daily basis.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure that departmental cars are kept clean and well maintained at all times
- Ensure that departmental staff are safely transported on work-related assignments

5. MAJOR DUTIES:

- Drive departmental staff on work-related assignments as required
- Ensure that cars are handled with care and that staff safety always considered
- Ensure that the road laws and regulations are always upheld
- Ensure proper control on the usage of the departmental vehicle.
- Maintain vehicle register of all vehicle journeys
- Ensure maintenance is carried out to the departmental vehicles at regular basis.
- Drive other branch vehicles when the official drivers are not available.

- Report all accidental abuses of vehicles by drivers and staff
- Perform all other duties as directed in consistent with the above

6. NATURE AND SCOPE

This position is established within the Library and Records Management Branch and reports directly to the Manager Library and hereby provides support with transportation to the officers

6.1 WORKING RELATIONSHIP

(a) INTERNAL

- Report to the Executive Manager-Library and Records Management Branch
- All staff of Library and Records Management Branch for transportation through the Executive Assistant on all matters relating to driving duties

(b) EXTERNAL

- Liaise with the Assets & Management Branch Fleet Coordinator.
- Vendors of vehicles parts and accessories dealers

6.2 WORK ENVIRONMENT

Based within branch and is required to provide transportation to various places upon request by the staff to enable smooth operations of the daily errands

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ RULES/PROCEDURE

- ❖ Public Services General Order,
- ❖ Public Services Management Act
- ❖ Public Finances Management Act,
- ❖ Department of Justice & Attorney General Polices,
- ❖ National Library and Archives Act
- ❖ Library and Records Management Policy

▪ DECISION

- ❖ Decisions are made within Library & Records Management Branch pertaining to any administration errands & taking fully responsibility of the official vehicle.

▪ RECOMMENDATIONS

- ❖ Made when the need arises concerning the maintenance and up kept of the vehicle on a daily basis

8. CHALLENGES

Consistency and awareness of the overall checks and balance with necessary safely and precautionary road traffic compliance.

9. PERSON AND POSITION SPECIFICATIONS

(a) QUALIFICATIONS,

- ❖ Satisfactorily completion of Grade 12 and currently hold a valid PNG driver's license
- ❖ A proven record of safe driving and no criminal convictions

(b) KNOWLEDGE & SKILLS

- ❖ Proven competency in driving,
- ❖ Have some experience in motor mechanic maintenance

- ❖ Have good people relationships skills and a track record for providing high quality service delivery to stakeholders and users
- ❖ Must have high standards of work values, attitudes, have desire to learn and be prepared to work long hours
- ❖ Good communication skills

(c) **EXPERIENCE**

- ❖ At least five (5) years' experience in driving