



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION	SEQ. NO:	POS. NO. DJAGSG 78
DEPARTMENT: Department of Justice & AG	DESIGNATION/CLASSIFICATION Driver Grade 8	
OFFICE/AGENCY:	LOCAL DESIGNATION	
DIVISION: State Legal Services	HIGHEST SUBORDINATE	POS. NO
BRANCH: Solicitor General	IMMEDIATE SUPERVISOR Manager Administration	POS. NO. DJAGSG 71
SECTION: Practice Management	LOCATION: WAIGANI	

HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
HRM8.10SG:08	9 Oct 2008	Created
	March 2013	Revised
HRM8.10SG:08/24	9 MARCH, 2024	REVISED

2. PURPOSE

- The State Legal Services Division (SLS) comprises the Offices of the State Solicitor and Solicitor General, providing comprehensive legal services for and on behalf of the State of Papua New Guinea. The Office of the State Solicitor offers legal advice and clearance, while the Office of the Solicitor General handles all litigation involving the State. The Practice Management Branch supports these offices through administrative and professional development.
- The Driver is responsible for ensuring the safe transportation of SLS officers and staff on work-related journeys, maintaining the cleanliness and upkeep of departmental vehicles.

3. DIMENSIONS

- **Financial Accountability:**
- **Staff Supervision:** No direct supervision of staff.
- **Resources:** Manages departmental vehicles and vehicle-related documentation.

4. PRINCIPLE ACCOUNTABILITIES

- Ensure departmental vehicles are kept clean and well-maintained.
- Ensure the safe transportation of officers and staff on work-related assignments.

5. MAJOR DUTIES

- Drive SLS officers and staff on work-related assignments as required.
- Handle vehicles with care, prioritizing staff safety.
- Adhere to road laws and regulations.
- Control and monitor the usage of SLS vehicles.
- Maintain a vehicle register documenting all journeys.
- Ensure regular maintenance of SLS vehicles.
- Report any accidents or damages involving the vehicles.
- Perform additional duties as directed.

6. NATURE AND SCOPE

- **Internal Working Relationship:**
 - Report to the Deputy and Assistant Attorneys General.
 - Liaise with all officers and staff within the SLS.
- **External Working Relationship:**
 - Engage with vehicle repairers and service providers.
 - Coordinate with officers of other agencies as needed.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Follow departmental policies and traffic regulations.
- **Decision:** Make decisions regarding vehicle maintenance and safety protocols.
- **Recommendations:** Provide feedback on vehicle performance and maintenance needs.

8. CHALLENGES

- Ensuring vehicle safety and maintenance while managing varying transport needs and schedules.

9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

- **Qualifications:**
 - Completion of at least Grade 12.
 - Valid Class 3 and PTB PNG driver's license.

- Proven safe driving record, medical fitness, and no criminal convictions.
- **Knowledge & Skills:**
 - Proven competency in driving with at least five (5) years of experience.
 - Good communication skills.
 - Strong clerical support experience in a busy office.
 - Knowledge of traffic rules and regulations.
 - Understanding of government vehicle use procedures.
 - Excellent knowledge of routes within the NCD.
 - Demonstrated integrity, reliability, and confidentiality.
 - Ability to work proactively with minimal supervision.
 - Organizational and interpersonal skills, with a positive and proactive attitude.