



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Justice & Attorney General	SYS. POSN. NO: DJAGSG 124	REF. NO: DJAGSG 124
OFFICE: Solicitor General's Office	DESIGNATION/CLASSIFICATION: Driver/Law Clerk (Goroka) / Grade 10	DIVISION: State Legal Services
LOCAL DESIGNATION: Driver/Law Clerk	BRANCH: Solicitor General	REPORTING TO: Principal Legal Officer 6, Goroka / Grade 15
SYS. POS. NO: DJAGSG 92	LOCATION: Goroka	

HISTORY OF POSITION

FILE REF.:	DATE OF VARIATION:	DETAILS
	19 TH AUGUST 2024	REVISED

2. PURPOSE

The Driver/Law Clerk (Goroka) is responsible for providing efficient and reliable office assistance, including driving duties, to support the operations of the Goroka office of the Solicitor General. This role ensures that legal officers receive timely administrative support and safe transportation for work-related assignments.

3. DIMENSIONS

- **Supervision:** This role does not involve direct supervision but requires self-management and initiative in carrying out duties.
- **Transport Management:** Responsible for the proper handling, maintenance, and record-keeping of vehicles assigned to the Goroka office.
- **Administrative Support:** Provides general clerical support, including file management and document delivery.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure legal officers are provided with effective and timely administrative support as required.
- Maintain the cleanliness and good condition of SLS vehicles.
- Safely transport SLS officers and staff for work-related assignments.

5. MAJOR DUTIES

- Provide general clerical support in the office, including conducting file searches and ensuring court documents are filed on time.
- Serve documents on client departments, legal firms, and lawyers as required.
- Drive officers and staff on work-related assignments, ensuring their safety at all times.
- Handle vehicles with care, adhering to road laws and regulations.
- Maintain accurate vehicle logs and ensure vehicles are regularly maintained.
- Report any incidents or misuse of vehicles promptly.
- Perform other duties as required by the Principal Legal Officer.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal:

- Reports directly to the Principal Legal Officer 6, Goroka.
- Regular interaction with all officers and staff of the State Legal Services Division.

(b) External:

- Liaises with vehicle repairers and service providers as needed.
- Coordinates with officers from other government agencies regarding document deliveries and transportation.

6.2 WORK ENVIRONMENT

- The role requires a high level of responsibility for the safety of passengers and the proper maintenance of vehicles.
- Administrative tasks must be performed efficiently to support the legal operations of the Goroka office.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adhere to the PNG road safety rules, traffic regulations, and departmental policies.

- **Decision-Making Authority:** Responsible for decisions related to vehicle handling, safety, and administrative support duties.
- **Recommendations:** Expected to provide recommendations for improving vehicle management and administrative processes within the office.

8. CHALLENGES

- The primary challenge is balancing driving duties with clerical responsibilities while ensuring the safety and proper maintenance of vehicles.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications:

- Satisfactory completion of at least Grade 10 or higher educational achievement.
- Valid Class 6 PNG Driver's License.
- Proven record of safe driving with no criminal convictions.

(b) Knowledge:

- Sound knowledge of PNG road and traffic safety rules and regulations.
- Familiarity with basic administrative duties is an advantage.

(c) Skills:

- Excellent communication skills in both written and verbal English and Tok Pisin.
- Attention to detail and willingness to work overtime.
- Ability to manage time effectively and prioritize tasks.

(d) Work Experience:

- At least five years of experience in protocol and defensive driving or a similar role.