



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGAF.24
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION SENIOR DRIVER – GRADE 09	
OFFICE/AGENCY:	LOCAL DESIGNATION DRIVER	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: ASSETS & FACILITIES MANAGEMENT	IMMEDIATE SUPERVISOR EXECUTIVE MANAGER ASSETS & FACILITIES MANAGEMENT	POS. NO. DJAGAF.01
SECTION:	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/AF: 31/13	31 MARCH 2013	CREATE

PURPOSE OF THE JOB

The Driver is responsible for providing driving services to the Executive Manager Assets & Facilities Management Branch.

ACCOUNTABILITIES:

- Effective and safe driving skills.
- General condition and cleanliness of the vehicle.
- Provide security to the Secretary and Attorney General.

MAJOR DUTIES

- Ensure the vehicle is in good condition and functioning well.

- Assist in performing driving duties for the department when not engaged in driving the Secretary & Attorney General.
- Perform other duties as directed by the secretary and Attorney General.

REPORTING AND WORK RELATIONSHIP –INTERNAL

- Executive Manager Assets & Facilities Management.

WORK RELATIONSHIP – EXTERNAL

- VIP Pool for vehicle replacement.
- Mobil Service Stations.
- Private workshops e.g. Ela Motors, Boroko Motors etc.

Qualifications

- Grade 6 or 8 acceptable.
- Able to speak, understand and communicates in English.
- Fluent in Pidgin and Motu.

Knowledge

- Knowledge about the PNG Land Transport and Traffic Rules and Regulations.

Skills

- Executive driving skills.
- Defensive driving skills.
- Efficient driving skills.
- Sober habit.