

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

AGENCY: DEPARTMENT OF JUSTICE & ATTORNEY GENERAL	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: DJAGFM .29
OFFICE: ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION: DRIVER GR.09	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	LOCAL DESIGNATION: DRIVER	
BRANCH: FINANCIAL MANAGEMENT	REPORTING TO: POS. NO: REF. NO: SENIOR DRIVER GR.10	SYS.
SECTION: FINANCE & ACCOUNTS	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)

2. PURPOSE

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

3. DIMENSIONS

- Providing regular updates to Executive Finance Manger

4. PRINCIPAL ACCOUNTABILITIES

- Ensure that departmental staff are safely transported on work-related assignments.
- Ensure to report on any defects and accident involving departmental cars.
- Ensure that departmental cars are kept clean and well maintained at all times.
- Ensure that officers are provided with effective and timely administrative support as required.

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 vehicle when the official drivers are not available.
- Report all accidental abuses of vehicles by drivers and staff.
- Provide general clerical support to the Branch when required.

6. NATURE AND SCOPE

- Report to Executive Manager Finance for any matters arise
- Report to Assets and Facilities Branch
- Provide regular updates and report to Senior Driver

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to the Executive Manager (Financial Management) on all matters relating to driving duties.
- Assets & Facilities Management Branch.

(b) External

- Authorised Service Stations and workshops and Transport Registry

6.2 WORK ENVIRONMENT

- The role is technical and operational

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures**- adhere to the department's rules and regulations regarding vehicle use, safety and conduct
- **Decision**- the role is complying with Public Service Management Act
- **Recommendations**- Further training to allow specific areas of improvement

8. CHALLENGES

- **The role must be gone in line with the Public Service Management Acts**
- **The role must also go in line with public traffic rules and regulations**

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

- Satisfactory completion of Grade 10/12 and currently hold a valid PNG driver's license.
- A proven record of safe driving and no criminal convictions.

Knowledge & Skills

- Proven competency in driving
- Good communication skills.
- Strong clerical experience in support of a busy office.

Work Experience

With at least three (3) years of experience in driving