

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Justice & Attorney General	SYS. POSN. NO: 0000250831	REF. NO: DJAGHR.21
OFFICE: <i>(Leave blank if none)</i>	DESIGNATION/CLASSIFICATION: Senior Driver - Grade 10	DIVISION: Corporate Affairs & General Administration
LOCAL DESIGNATION: Senior Driver	BRANCH: Human Resource Management	REPORTING TO: Executive Manager (HRM) - Grade 19
SYS. POS. NO: DJAGHR.01	REF. NO: <i>(Supervisor's Reference No. if available)</i>	SECTION: Not Applicable
LOCATION: Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.1.20/HR: 11/08	26 November 2008	Created
HRM 8.1.20/HR: 31/13	31 March 2013	Redesigned and Reclassified
HRM 8.1.20/HR: 21/15	21 April 2015	Reclassified

2. PURPOSE

The Human Resources Management Branch is responsible for administering and facilitating all human resources and personnel matters for the Department of Justice & Attorney General. This includes organizational development, workforce planning, recruitment, performance management, payroll and contract administration, leave and attendance management, training and development, induction, cross-cutting issues awareness, occupational health and safety, and graduate trainee management.

The Senior Driver is responsible for ensuring that departmental staff on work-related journeys are safely transported, maintaining departmental vehicles, and providing effective office assistance as needed.

3. DIMENSIONS

- **Finance:** None
- **Staff Supervision:** None

4. PRINCIPAL ACCOUNTABILITIES

- Ensure departmental vehicles are clean and well-maintained.
- Safely transport departmental staff on work-related assignments.
- Report defects and accidents involving departmental vehicles.
- Provide timely and effective administrative support as required.

5. MAJOR DUTIES

- Drive departmental staff on work-related assignments as required.
- Handle vehicles with care and prioritize staff safety.
- Uphold road laws and regulations at all times.
- Control and monitor the usage of departmental vehicles.
- Maintain a vehicle register of all journeys.
- Ensure regular maintenance of departmental vehicles.
- Drive other branch vehicles when official drivers are unavailable.
- Report any misuse or accidents involving vehicles by drivers and staff.
- Provide general clerical support to the branch when required.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

- **Internal:**
 - Report to the Executive Manager (HRM) on driving duties.
 - Liaise with the Assets & Facilities Management Branch.
- **External:**
 - Engage with authorized service stations, workshops, and the Transport Registry.

6.2 WORK ENVIRONMENT

Operates within the framework of departmental policies, vehicle maintenance standards, and road safety regulations.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:**
 - Adhere to departmental policies, vehicle maintenance standards, and road safety regulations.
- **Decision-Making Authority:**
 - Make recommendations for vehicle maintenance and usage under supervision.
- **Recommendations:**
 - Suggest strategies for effective vehicle management and safety.

8. CHALLENGES

- Managing the safety and maintenance of departmental vehicles.
- Balancing driving duties with providing effective office support.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Completion of Grade 12.
- Valid PNG driver's license.
- Proven record of safe driving with no criminal convictions.

(b) Knowledge & Skills

- Proven competency in driving with at least five (5) years of driving experience.
- Good communication skills.
- Strong clerical skills for supporting a busy office environment.

(c) Work Experience

- At least five (5) years of driving experience in a professional setting.