



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGSG 124
DEPARTMENT: Department of Justice & AG	DESIGNATION/CLASSIFICATION Driver/Law Clerk (WAIGANI) Grade 10	
OFFICE/AGENCY:	LOCAL DESIGNATION	
DIVISION: State Legal Services	HIGHEST SUBORDINATE	POS. NO.
BRANCH: Solicitor General	IMMEDIATE SUPERVISOR PLO 6 Goroka	POS. NO. DJAGSG 92
SECTION: Regional Operations	LOCATION: Goroka	

HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
	March 2013	Created

PURPOSE OF THE JOB

The Solicitor General's Office provides a full range of legal services for and on behalf of the State of Papua New Guinea. The core function of the Office is to handle all litigation matters involving the State. Practice Management provides support to the Office and is responsible for all administrative and professional development of staff.

The Office Assistant/driver is responsible for ensuring that the Goroka office of the Solicitor General is provided with timely and effective office assistance which includes driving duties.

ACCOUNTABILITIES

- Ensure that legal officers are provided with effective and timely administrative support as required
- Ensure that SLS cars are kept clean and well maintained at all times
- Ensure that SLS officers and staff are safely transported on work-related assignments

MAJOR DUTIES

- Provide general clerical support in the office and conduct file searches and ensure that court documents are filed in a timely manner
- Serve documents on client departments, legal firms and lawyers as required
- Drive officers and 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 SLS vehicles.

- Maintain vehicle register of all vehicle journeys
- Ensure maintenance is carried out to the SLS vehicles at regular basis.
- Report all accidental abuses of vehicles by drivers and staff
- Other duties as required

WORK RELATIONSHIP – INTERNAL

- Deputy and Assistant AGs
- All officers and staff of the SLS

WORK RELATIONSHIP – EXTERNAL

- Vehicle repairers and service providers
- Officers of other agencies

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Satisfactorily completion of at least Grade 10 or Higher Educational Achievement.
- Valid Class six (6) PNG Drivers License.
- A proven record of safe driving.
- No criminal convictions.

Knowledge & Skills

- Sound Knowledge in PNG road and traffic safety rules and regulations.
- At least five (5) years of experience in protocol and defensive driving or similar.
- Excellent communication skills both written and verbal (English and Tok Pisin)
- Knowledge in Basic Administrative duties (Advantage)
- Willingness to work overtime.
- Attentive to Details.
- Be of Sober Habits