



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGSG 69
DEPARTMENT: Department of Justice & AG	DESIGNATION/CLASSIFIATION Senior Driver Grade 10	
OFFICE/AGENCY:	LOCAL DESIGNATION	
DIVISION: State Legal Services	HIGHEST SUBORDINATE Driver	POS. NO DJAGSG 78
BRANCH: Solicitor General	IMMEDIATE SUPERVISOR Manager Administration	POS. NO. DJAGSG 71
SECTION: Practice Management	LOCATION: WAIGANI	

HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
OASTB:1/00	16 Nov 2000	No change
I&ER/PP:010/02	10 Jun 2002	Revised
HRM8.10SG:08	9 Oct 2008	Revised
	March 2013	Revised

PURPOSE OF THE JOB

The State Legal Services Division (SLS) is the entity which includes the Offices of the State Solicitor and Solicitor General. It provides the full range of legal services for and on behalf of the State of Papua New Guinea. The Office of the State Solicitor provides legal advice and clearance while the Office of the Solicitor General office handles all litigation involving the State. The Practice Management Branch provides support to the two offices and is responsible for all administrative and professional development of staff in the SLS.

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

ACCOUNTABILITIES

- 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

- Drive SLS 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 Grade 10 and currently hold a valid PNG drivers license
- A proven record of safe driving and no criminal convictions

Knowledge & Skills

- Proven competency in driving, with at least five (5) years experience in driving
- Good communication skills