



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

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| | SEQ. NO: | POS. NO. DJAGPM. 15 |
| DEPARTMENT: JUSTICE & ATTORNEY GENERAL | DESIGNATION/CLASSIFICATION DRIVER GR. 07 | |
| OFFICE/AGENCY: | LOCAL DESIGNATION DRIVER | |
| DIVISION: CORPORATE AFFAIRS | HIGHEST SUBORDINATE | POS. NO. |
| BRANCH: PLANNING, MONITORING & EVALUATION | IMMEDIATE SUPERVISOR EXECUTIVE MANAGER GR. 19 | POS. NO. DJAGPM. 01 |
| SECTION: | LOCATION: WAIGANI | |

HISTORY OF POSITION

| FILE NO. | DATE OF VARIATION | DETAILS |
|----------------------|-----------------------------|-----------------|
| HRM 8.1.20/PM: 11/08 | 26 NOVEMBER 2008 | CREATED |
| HRM 8.1.20/PM: 31/13 | 31 ST MARCH 2013 | RECLASS |
| HRM 8.1.20/PM: 20/20 | 20 TH SEPT 2020 | RENUM., RECLASS |

PURPOSE OF THE JOB

The Planning, Monitoring & Evaluation Branch reviews and enhances the long, medium and short-term planning for the Department of Justice and the Government Law Office¹. The branch also co-ordinates the implementation of the department's internal policies as well as development projects outlined within these plans, and ensures that progress and outcomes on all development activities and core operational functions are monitored, evaluated and accurately reported to top management and other agencies. The branch also acts as the linkage between the department and other government agencies, the Law and Justice Sector Program, and international donors such as AusAID, UNICEF, and UNDP.

¹ Note: The corporate support branches of the Department of Justice will also provide support to the Government Law Office and the constitutional offices until they become autonomous. Accordingly, in this document, references to the "department" will include these agencies, and references to the "secretary" will also include the agency heads of these other agencies.

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

ACCOUNTABILITIES

- Ensure that departmental vehicles are clean and well maintained at all times.
- Ensure that departmental staff are safely transported on official assignments
- Ensure that all runs made are recorded in the Vehicle log book

MAJOR DUTIES

- Drive departmental staff on work-related assignments as required.
- Ensure that cars are handled with care and that staff safety is always considered.
- Ensure that all traffic rules and regulations are observed and upheld while on official duties.
- 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 when required.
- Ensure any traffic accidents and abuse of vehicles is reported.
- Drive other branch vehicles when required and as directed.

REPORTING AND WORK RELATIONSHIP – INTERNAL

- Report to the Director PPM
- Report to Branch Heads and Constitutional Office Holders on all matters relating to driving duties.

WORK RELATIONSHIP – EXTERNAL

- Perform other duties with other Law and Justice Sector Agencies as Directed.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Grade 12 School Certificate
- Able to speak, understand and communicates in English.
- Fluent in Pidgin and Motu.
- PNG Driver's Licence (Class 3 or 6).
- Must have no criminal record.

Knowledge

- Knowledge about the PNG Land Transport and Traffic Rules and Regulations.
- Sound knowledge of Public Service Vehicle Usage Circular Instruction.
- Good understanding of Public Service General Order & Code of Business Ethics and Conduct.

Skills

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

Experience

- Previous experience in similar in the similar role as the driver.