



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO.</b> DJAGEX. 09
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> SENIOR DRIVER – GRADE 10	
<b>OFFICE/AGENCY:</b> OFFICE OF THE SECRETARY & ATTORNEY GENERAL	<b>LOCAL DESIGNATION</b> DRIVER	
<b>DIVISION:</b> TOP MANAGEMENT	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO.</b>
<b>BRANCH:</b> EXECUTIVE MANAGEMENT	<b>IMMEDIATE SUPERVISOR</b> SECRETARY EX.06	<b>POS. NO.</b> DJAGEX. 01
<b>SECTION:</b>	<b>LOCATION:</b> WAIGANI	

### HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
OASTB:1/00	16 <sup>TH</sup> NOVEMBER 2000	NO CHANGE
A & ER/PP:010/02	10 <sup>TH</sup> JUNE 2002	POSITION NO. CHANGE
HRM 8.1.20/EX: 11/08	26 NOVEMBER 2008	REDESIGNATED /RECLASSIFIED
HRM 8.1.20/EX: 31/13	31 <sup>ST</sup> MARCH 2013	RECLASSIFIED

### PURPOSE OF THE JOB

The Top Management is the executive section of the Department of Justice. It consists of the Secretary and the Deputy Secretaries, the audit section, and the staff that support these positions.

The Senior Driver is responsible in providing driving services for the Secretary.

### ACCOUNTABILITIES:

- Effective and safe driving skills.
- General condition and cleanliness of the vehicle.
- Provide security to the Secretary and Attorney General.

## **MAJOR DUTIES**

- Ensure the vehicle is in good condition and functioning well.
- Assist in performing driving duties for the department when not engaged in driving the Secretary & Attorney General.
- Perform other duties as directed by the Secretary and Attorney General.

## **REPORTING AND WORK RELATIONSHIP –INTERNAL**

- Attorney General.
- Office Manager.
- Property section Staff.

## **WORK RELATIONSHIP – EXTERNAL**

- VIP Pool for vehicle replacement.
- Mobil Service Stations.
- Private workshops e.g. Ela Motors, Boroko Motors etc.

## **Qualifications**

- Grade 10 or 12 acceptable.
- Able to speak, understand and communicates in English.
- Fluent in Pidgin and Motu.

## **Knowledge**

- Knowledge about the PNG Land Transport and Traffic Rules and Regulations.

## **Skills**

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