



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ NO:	POS.NO. DJAGHRS.0 7
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION DRIVER GR. 09	
OFFICE/AGENCY:	LOCAL DESIGNATION: DRIVER	
DIVISION:	HIGHEST SUBORDINATE DIRECTOR HUMAN RIGHTS SECRETARIAT GR. 19	POS. NO. DJAGHRS.0 1
BRANCH: HUMAN RIGHTS SECRETARIAT	IMMEDIATE SUPERVISOR DIRECTOR HUMAN RIGHTS SECRETARIAT GR. 19	POS. NO. DJAGHRS.01
SECTION:	LOCATION:	

HISTORY OF POSITION

FILENO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/FM: 21/15	21 ST APRIL 2015	CREATED

PURPOSE OF THE JOB

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

ACCOUNTABILITIES:

- Ensure that departmental cars are kept clean and well maintained at all times.
- Ensure that departmental staff are safely transported on work-related assignments.
- Ensure to report on any defects and accident involving departmental cars.

- Ensure that officers are provided with effective and timely administrative support as required.

MAJOR DUTIES:

- Drive departmental 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 departmental vehicle.
- Maintain vehicle register of all vehicle journeys.
- Ensure maintenance is carried out to the departmental vehicles at regular basis.
- Drive other branch vehicle when the official drivers are not available.
- Report all accidental abuses of vehicles by drivers and staff.
- Provide general clerical support to the Branch when required.

REPORTING AND WORK RELATIONSHIP -INTERNAL

- Report to the Director (Human Rights Secretariat) on all matters relating to driving duties.
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WORK RELATIONSHIP -EXTERNAL

- Authorised Service Stations and workshops and Transport Registry

PERSON AND POSITION SPECIFICATIONS

Qualifications

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

Knowledge, Skills & Experience

- Proven competency in driving, with at least three (3) years of experience in driving
- General mechanical knowledge/understanding of vehicle parts & functions
- Good communication skills.
- Strong clerical experience in support of a busy office.