

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: <i>Department of Justice & Attorney General</i>	SYS. POSN. NO: <i>0000253227</i>	REF. NO: <i>DJAGOA.12</i>
OFFICE: <i>Legal Policy & Governance</i>	DESIGNATION/CLASSIFICATION: <i>Driver / Gr.9</i>	
DIVISION: <i>State Legal Service & Legal Policy</i>	LOCAL DESIGNATION: <i>Driver</i>	
BRANCH: <i>Oceans Affairs Secretariat (HQ)</i>	REPORTING TO: <i>Director Ocean Affairs Secretariat</i>	
REPORTING TO: POS. NO: <i>0000253218</i>	REPORTING TO: POS. REF. NO: <i>DJAGOA.01</i>	
SECTION: <i>Management & General Operations</i>	LOCATION: <i>Waigani, NCD</i>	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>DJAG-HRM-0-8-27</i>	<i>17th April 2025</i>	<i>Review/Revised</i>

2. PURPOSE

To provide safe, reliable, and timely transport services for the Oceans Affairs Secretariat and ensure that vehicle operations comply with all road safety and maintenance standards. The role supports the efficient movement of staff and materials, directly contributing to the operations and outreach activities of the Secretariat. Without this position, staff mobility and field logistics would be severely constrained, impacting the delivery of critical ocean governance programs.

3. DIMENSIONS

- Responsible for operating official vehicles assigned to the Secretariat.
- Assists with delivery and transportation of documents, equipment, and supplies.
- Supports logistics for events and travel coordination.
- No supervisory responsibilities.
- Responsible for ensuring the operational readiness of the vehicle through routine checks and servicing schedules.

4. PRINCIPLE ACCOUNTABILITIES

- Ensure safe and efficient transport of Secretariat staff and official materials.
- Maintain vehicle cleanliness, roadworthiness, and servicing records.
- Ensure all vehicle movements comply with departmental transport policies.
- Provide logistical support during meetings, outreach, and field activities.
- Report any incidents, faults, or violations immediately to the supervisor.

5. MAJOR DUTIES

- Drive Secretariat staff and visitors to approved destinations as per schedule.
- Conduct daily vehicle checks for fuel, oil, water, brakes, tires, and lights.
- Maintain a logbook recording all travel, mileage, fuel usage, and servicing.
- Ensure vehicle cleanliness at all times.
- Deliver and collect mail, documents, or items to and from internal and external locations.
- Assist in loading and unloading materials for events and field trips.
- Follow all traffic laws and departmental transport protocols.

6. NATURE AND SCOPE

This is a support role situated within the Management & General Operations Section of the Oceans Affairs Secretariat. The Driver reports directly to the Director and supports all other staff requiring official transportation. The position is essential for the physical mobility of staff and materials, enabling the Secretariat to carry out field visits, inter-agency engagements, and outreach programs.

6.1 WORKING RELATIONSHIPS

(a) Internal:

- Works with the Director, Executive Assistant, and other team members to provide logistical and transport services.
- Collaborates with administration and procurement teams regarding vehicle fuel, servicing, and maintenance needs.

(b) External:

- Liaises with service stations, vehicle maintenance providers, and occasionally with other government drivers.
- May interact with officers from other agencies during pickups, drop-offs, or document deliveries.

6.2 WORK ENVIRONMENT

The position is operational and field-oriented, involving significant time on the road and occasional travel to provinces or remote areas. The role demands punctuality, alertness, and high safety awareness. The work may include early starts, late returns, or weekend assignments depending on Secretariat schedules.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- Operates within PNG road laws, Public Service General Orders, and DJAG vehicle policies.
- May make decisions related to safe driving routes and emergency handling on the road.
- Recommends vehicle servicing, replacement of parts, and potential transport issues to supervisor.
- Must follow approved trip schedules and obtain clearance for all official travel.

8. CHALLENGES

- Ensuring safe and timely transportation during peak traffic periods or long-distance trips.
- Managing vehicle maintenance in a timely manner to prevent service interruptions.
- Responding quickly and appropriately to emergencies or vehicle breakdowns.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Grade 10 or 12 Certificate.

- Valid PNG Driver's License (Class 3 or higher).
- Defensive Driving Certificate is an added advantage.

(b) Knowledge

- Sound knowledge of Port Moresby roads and national highways.
- Understanding of basic vehicle mechanics and routine servicing.
- Familiarity with PNG road safety regulations and traffic laws.

(c) Skills

- Safe and defensive driving techniques.
- Good communication and interpersonal skills.
- Ability to keep records (logbooks, fuel usage).
- Reliable, honest, and punctual.

(d) Work Experience

- Minimum of 3 years driving experience, preferably in a government or corporate setting.
- Proven record of accident-free driving and reliable transport service.