



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & National Executive Council	SYS. POSN. NO: 629	REF. NO: CS 03	
WING: Operations	DESIGNATION/CLASSIFICATION: Driver - <i>Grade 08</i>		
DIVISION: Corporate Services	LOCAL DESIGNATION: Driver		
BRANCH:	REPORTING TO: Director General	SYS. POS. NO: 969	REF. NO: CS 01
SECTION: Office of the Director General	LOCATION: Sir Manasupe House, Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	Abolished / Created
Org: 01/ 2012	12/12/2012	Abolished / Created

2. PURPOSE

Undertake all official driving duties for the Office of the Director General – Corporate Services.

3. DIMENSIONS

Financial – Nil	Staff supervised - Nil	Others – Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Effective driving services for the office of the Director General – Corporate Services;
- Effective vehicle security & general maintenance;
- Sound management of vehicle logbook.

5. MAJOR DUTIES

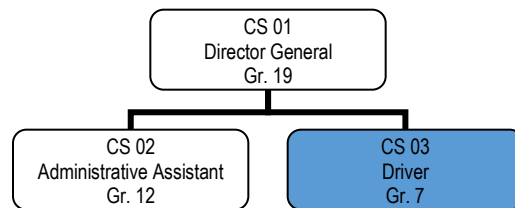
- 5.1 Perform all official driving duties for the Director General and the Office.
- 5.2 Delivery of mails and letters and correspondence to designated government agencies and the private sector
- 5.3 Ensure vehicle is kept clean, tidy and in good working condition at all times.

- 5.4 Ensure vehicle is kept secure at all times.
- 5.5 Ensure vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tyres, etc.
- 5.6 Log official trips, daily mileage and gas consumption.
- 5.7 Provide assistance to the Administrative Assistant on duties related to office work including photocopying, and filing.

6. NATURE AND SCOPE

The nature and scope of the job is to provide driving services and it is confine to the Office of Director General - Corporate Services.

6.1 WORKING RELATIONSHIPS



(a) Internal

- This position reports directly to the Director General, Corporate Service.
- Liaises and consults with the transport officer as and when required.
- Communicates with other drivers of the department to promote good working relationship.

(b) External

- Government Agencies, Department of Transport and the Private Sector Organizations and service providers.

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani however, when required, official visits to government agencies within and outside of National Capital District relating to the job is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures –

- Job operates within the precincts of the Public Services (Management) Act, Public Service General Order, Public Service Business Processes, DPM&NEC and DPM Circular Instructions.
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions.
- Maintain traffic rules and regulations and avoid driving to risk areas of the city.
- Maintain good work ethics and professionalism.

Decision- Nil

Recommendations - Nil

8. CHALLENGES

- Ensuring the safety of the Director General and staff are maintained at all times when driving.
- Dealing with uncoordinated driving duties and working after official hours.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Minimum qualification of Grade 10 and current Class 3 PNG Driving License and Department of Transport defensive driving certificate.

(b) Knowledge: Must have excellent knowledge of the following:-

- Current PNG Traffic Rules and Regulations.
- Basic knowledge of vehicle maintenance
- Good traffic judgment
- Knowledge of the location of government agencies, departments and other organizations within NCD.

(c) Skills - Ability to demonstrate the following skills at a high level:-

- Excellent driving skills
- Defensive driving skills
- Flexible, effective team work and interpersonal skills
- Read, Write and speak English, PNG Pidgin and Motu

(d) Experience

Minimum of three (3) years relevant experience as a driver with good driving record in the public or private sector.