

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

<b>AGENCY:</b> Prime Minister & NEC	<b>SYS. POSN. NO:</b> 45000163	<b>REF. NO:</b> SSP 12	
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> Driver - <i>Grade 08</i>		
<b>DIVISION:</b> Corporate Services	<b>LOCAL DESIGNATION:</b> Driver – Protocol		
<b>BRANCH:</b> State Services – Protocol	<b>REPORTING TO:</b> Administration Officer	<b>SYS. POS. NO:</b> 450000207	<b>REF. NO:</b> SSP 08
<b>SECTION:</b>	<b>LOCATION:</b> Sir, Manasupe Haus, Waigani		

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
Org: 02/ 2016	08/04/2016	Prefix Change/ Reclass/ JD Revised
Org: 01/ 2012	12/12/2012	No Change

**2. PURPOSE**

Undertake all official driving duties for the Office of the Director – Protocol and the Branch.

**3. DIMENSIONS**

Financial – Nil	Staff supervised -Nil	Others – Nil
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**4. PRINCIPLE ACCOUNTABILITIES**

- Driving
- Vehicle Security & Maintenance
- Vehicle logbook maintenance
- General Administrative Works

**5. MAJOR DUTIES**

- 5.1 Undertake all official driving duties for the Director – Protocol and the Branch.
- 5.2 Delivery of mails and letters 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, gas consumption, oil changes, etc.

- 5.7 Provide assistance to the Administrative Assistant in the time working at the office, including photocopying, filing, handling mail, delivery and collection of official documents as required.

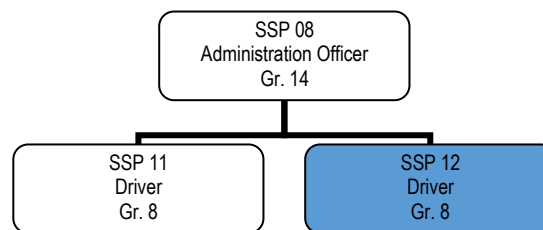
## 6. NATURE AND SCOPE

The job provides driving and administrative support services to the Office of the Director, Protocol and the Branch.

It also ensures that all official driving duties for the Office of the Director are achieved in a timely manner.

The scope of the job is limited more within the Protocol Branch as this position ensures that all official driving duties for the Director's office and the Branch is effectively managed at all times.

### 6.1 WORKING RELATIONSHIPS



#### (a) Internal

- This position reports directly to the Administration Officer, Protocol.
- Liaises and consults with the transport officers as and when required.

#### (b) External

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

### 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 Service General Order, Business Processes, Public Finance (Management) Act, DPM Circular Instructions.
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of human resource management policies, practices and procedures.
- Maintain high level of confidentiality of information.
- Maintain good work ethics and professionalism.

**Decision-** Nil

**Recommendations** - Nil

## **8. CHALLENGES**

The most difficult problems this position encounters include the uncoordinated delivery times for the delivery of written communications to agencies/departments outside of the department. There are no fixed times therefore, trips occur throughout the day, making several trips to and from places.

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **(a) Qualifications**

- Minimum of Grade 10 Certificate
- Current Driving License – Class 3

### **(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
- Flexible, effective team work and interpersonal skills
- Computer literate and familiar with Microsoft Office Software
- Good communication skills
- Read, Write and speak English, PNG Pidgin and Motu

### **(d) Experience**

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