



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister	SYS. POSN. NO 459000069	REF. NO: OS 08	
OFFICE: Office of Secretary	DESIGNATION/CLASSIFICATION: Driver-Office Administration, Gr.08		
DIVISION: OS	LOCAL DESTINATION: Driver-Office Administration		
BRANCH:	REPORTING TO: Manager-Office Administration	SYS. POS. NO. 59705	REF. NO: OS 03
SECTION: Office of Secretary	LOCATION: Sir Manasupe Haus, Waigani.		

HISTORY OF POSITION

FILE REF	DATE OF VARIATION	DETAILS
Org: 1/2020	03/04/2020	Revised JD
Org: 2/2016	08/04/2016	Reno/JD Revised
Org: 2/2012	08/04/2012	

2. PURPOSE

Responsible for all official driving duties to the Manager-Office Administration.

3. DIMENSION

Financial: Nil, Staff: Nil, Others: Nil

4. PRINCIPAL ACCOUNTABILITIES

Ensure all driving duties for the Manager-Office Administration is accomplished daily.

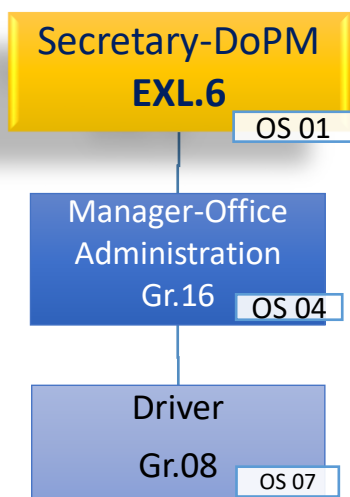
5. MAJOR DUTIES

- 5.1 Undertake all driving duties for the Office of the Chief Secretary.
- 5.2 Ensure the vehicle is kept clean, tidy and in good running condition at all times;
- 5.3 Ensure vehicle is given regular/day-to-day maintenance checks on the oil, water, battery, brakes, tyres, service dates;
- 5.4 Keep a register of the vehicle registration and safety sticker and report all faults, dents, charges, accidents, etc;
- 5.5 Ensure the vehicle is kept secure at all times;
- 5.6 Delivery of mails/letters/documents to designated government agencies and the private sector.
- 5.7 Assist with general office administration duties such as the delivery of documents within the department, photocopying, faxing, etc as and when required.

6. NATURE AND SCOPE

The job provides driving and administrative support services to the Office of Manager-Office Administration.

6.1 WORKING RELATIONSHIP



Internal

The Driver reports to the Manager – Office Administration and liaises and consults with the Transport Officer as and when required.

External

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

6.2 WORK ENVIRONMENT

This is an administrative position that performs all official driving duties and reports to the Manager – Office Administration.

Rules/Procedures

- Motor Vehicle Traffic rules and Regulations,
- Public Service (Management) Act of 2014,
- Public Service General Orders,
- Department procurement policy and good work ethics at the workplace.

Decision

Decide on the safety, cleanliness, roadworthiness, and general upkeep of the vehicle.

Recommendations

When the vehicle will go into service.

7. CHALLENGES

- Ensuring the safety of the Chief Secretary is maintained at all times when driving.
- Dealing with uncoordinated driving duties and working after official hours.

8. QUALIFICATION, EXPERIENCE AND SKILLS

Qualification

- Ensuring the safety of the Chief Secretary is maintained at all times when driving.
- Dealing with uncoordinated driving duties and working after official hours.

Knowledge

Must be knowledgeable and have a good understanding of;

- Understanding of the current PNG Traffic Rules and Regulations.
- Basic knowledge of vehicle maintenance.
- Locations of different government agencies and organizations in the National Capital District.

Skills

- Defensive driving skills.
- Flexible with the ability to work after hours and on weekends.
- Good communication skills.
- Well-groomed and presentable.

Work Experience

- Minimum of three (3) years of work experience as an Executive or VIP driver with a good driving record in the public or private sector.