

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Line & Phoenix		
2. Position Title: Driver	3. Salary Level: L19-18	4. Division: Energy Planning Unit
5. Reports To: Leading Hand/Foreman/OM	6. Direct Reports: nil	
7. Primary Objective of the Position: Responsible to drive Power Unit vehicles and provide transport to staff and other services required from the Ministry.		

8. Position Overview	
9. Financial: nil	10. Legal: NCS, PVU Act, OSH Act,
11. Internal Stakeholders: Power Unit staff MLPID STAFF	12. External Stakeholders: Power customers Other ministries, agencies, NGOs To be referred to Manager: Taking instructions from staff

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:	Date of Issue:
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To be referred to Manager:

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Punctuality of staff & safety of staff	<ul style="list-style-type: none"> • Provide transport to staff and back home • Ensure the safety of staff 	<ul style="list-style-type: none"> • Staff are always on time
2. Maintain the routine check	<ul style="list-style-type: none"> • Cleaning of vehicle • Maintain transport vehicle service and repair 	<ul style="list-style-type: none"> • Vehicle looks spick and span every day. • Long life span and everyday smooth running of vehicle.

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3. Reporting	<ul style="list-style-type: none"> • Provide report for incident such as accident and late for transportation, etc • Fill in log book 	<ul style="list-style-type: none"> • Reports incidents before asked
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14. Key Challenges	15. Selection Criteria
<p>May required to work extra hours when needed.</p>	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education: Form 3 or class 9 /License Grade A,B,C</p> <p>Experience: N/A</p>
	<p>15.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Fluency in Kiribati Language and to be able to communicate in English • Has the ability to keep and update records • Ability to draft simple report • Has a valid driving license • Clean police record with no speeding fines

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