


**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

1. Ministry: Ministry of Foreign Affairs and Immigration	3. Salary Level: L 19-18	4. Division: Cooperate Service
2. Position Title: Driver	6. Direct Reports: Office Manager	
5. Reports To: Registry Staff	7. Primary Objective of the Position: To provide office transportation for staff and any other services required by the Ministry.	
8. Position Overview		
9. Financial: NA		
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Office Manager</li> <li>• Senior Staff</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Maintain the Cleanliness of the Vehicle (inferior &amp; exterior)</li> <li>• Depend on the instruction from PVU regarding odometer (kilometres covered) of vehicle to maintain lifespan.</li> </ul>	<p>10. Legal: Diplomatic Privileges- Vienna Convention Act 1996 (revised 2004)</p> <ul style="list-style-type: none"> <li>: Consular Relations- Vienna Conventions Act 1999</li> <li>: Foreign Representative- Privileges and Immunities Act 1967 (revised 1995)</li> <li>: International Organisations- Privileges and Immunities Act 1992</li> <li>: Diplomatic and Consular Officers – Oath and Fees Act (Revised in 1988)</li> <li>: Chemical Weapon Act 2005</li> <li>: Passport act</li> <li>: Immigration ordinance</li> <li>: Citizenship act</li> </ul>	
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Office Manager</li> <li>• Senior Staff</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• Maintain the Cleanliness of the Vehicle (inferior &amp; exterior)</li> <li>• Depend on the instruction from PVU regarding odometer (kilometres covered) of vehicle to maintain lifespan.</li> </ul>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• Secretary / SAS/ Police</li> </ul> <p>To be referred to Manager:</p> <ul style="list-style-type: none"> <li>• On Occurrence of accident ensure that whoever responsible should be accountable.</li> </ul>	



*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.*

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<p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b></p> <ul style="list-style-type: none"> <li>▪ KDP/KPA: eg. 1. Human Resource Development and 5. Good Governance</li> <li>▪ MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1</li> <li>▪ Divisional/Departmental/Unit Plan:</li> </ul>		<p align="center"><b>Major Activities/Duties</b></p>		<p align="center"><b>Performance Measures/Outcomes</b></p>	
<p>Key Result Area/Major Responsibilities</p>	<p>Punctuality of Staff</p>	<p>Provide transport to staff to workplace and back home staff reach their scheduled meetings/workshop</p>	<p>Outgoing mails are delivered period</p>	<p>Staff are always on time to workplace</p>	<p>Outgoing, mails are received on schedule</p>
<p>Delivery of Mail</p>	<p>Maintain routine check</p>	<p>Cleaning of vehicle, Odometer check for service and repair</p>	<p>Vehicle is kept and presentable every day. Long life span and every day smooth running of vehicle</p>	<p>Report incidents before asked.</p>	
<p>Reporting</p>	<p>Provide report for incident such as accident and late transporting, etc. Fill in log Book</p>				
<p><b>14. Key Challenges</b></p> <ul style="list-style-type: none"> <li>• The post holder is expected to work extra hours when and if required and to always attend scheduled working hours. The post holder may be involved in the Ministry's social functions such as being member of the Social Committee and be willing to perform other as requested.</li> </ul>					
<p><b>14. Selection Criteria</b></p> <p><b>14.1 PQR (Position Qualification Requirement):</b></p> <p>Education: Form 3 or Class 9 Certificate</p> <ul style="list-style-type: none"> <li>: Valid driving license</li> <li>: Minimum age : 25 years</li> </ul>			<p><b>14.2 Key Attributes (Personal Qualities):</b></p> <p>Knowledge</p> <ul style="list-style-type: none"> <li>• Fluency in Kiribati Language and to be able to communicate in English</li> </ul>		


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	<ul style="list-style-type: none"> <li>• Has the ability to keep and update record</li> <li>• Ability to handle pressure</li> <li>• Knowledge of the Kiribati Customs and Traditions</li> <li>• Customer and Personal Service</li> <li>• Transportation</li> <li>• Public safety and security</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Active Listening</li> <li>• Speaking</li> <li>• Service and control</li> <li>• Social Perceptiveness</li> <li>• Coordination</li> <li>• Service orientation</li> </ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Helpful</li> <li>• Creative/ open minded and organised</li> <li>• Hard-working/ Strength &amp; Strong</li> <li>• Responsible</li> <li>• Stamina</li> <li>• Patient</li> <li>• Punctual</li> </ul>
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