

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Environment, Lands and Agricultural Development		
2. Position Title: Driver	3. Salary Level: 19-18	4. Division: Agriculture and Livestock Division Kiritimati Island
5. Reports To: Principal Agricultural Officer	6. Direct Reports: Senior Agricultural Officer (Head of Section)	
7. Primary Objective of the Position: Responsible to drive ALD Kiritimati truck to transport officials with materials (planting materials) to execute core activities. Also, to collect and transport materials to the nursery especially compost materials, stock feeds and tools.		

8. Position Overview		
9. Financial: Nil	10. Legal: Nil	
11. Internal Stakeholders: - Principal Agricultural Officer - Senior Agricultural Officer - Assistant Agricultural Officer - Agricultural Assistant	12. External Stakeholders: - MLPID Mechanic	
13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 1:Human Resource Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes

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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1. Punctuality of staff to ALD main office	<ul style="list-style-type: none"> • Provide transport to/back from office 	- Staff are always on time
2. Timely servicing of vehicle	<ul style="list-style-type: none"> • Cleaning of vehicle • Maintain transport vehicle service and repair 	- Vehicle is maintained and serviced on a timely manner
3. Safety to staff	<ul style="list-style-type: none"> • Ensure staff safety 	- Staff are safe

10. Key Challenges	11. Selection Criteria
<p>- Be able to work on additional tasks beside key roles outlined to meet deadlines.</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Form 3/ License Grade A,B,C Experience: 1 year</p>
	<p>11.2 Key Attributes (Personal Qualities): The post holder should possess:</p> <ul style="list-style-type: none"> - Fluency in Kiribati language and be able to communicate in English - Has the ability to keep and update records - Ability to draft simple report - Has a valid license - Clean police

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