

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Fisheries and Marine Resources Development		
2. Position Title: Driver	3. Salary Level: L19-18	4. Division: Corporate Service Division
5. Reports To: Deputy Secretary/SAS & HRO	6. Direct Reports: Office Manager	
7. Primary Objective of the Position: To provide office transportation for staffs, and any other services required by the ministry of fisheries and marine resource development		

8. Position Overview	
9. Financial: NIL	10. Legal: i. Traffic Act 2017 ii. Occupational Health and Safety Act 2015 iii. National Conditions of Services
11. Internal Stakeholders: • Staffs To be referred to Manager: •	12. External Stakeholders: • Staffs from other Government Ministries • SOE's staffs To be referred to Manager •
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KDP/KPA: KPA 1: Human Resource Development ▪ MOP Outcome: KPA 1: Human Resource Development 1.5 	

This 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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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Maintenance of Vehicle	<ul style="list-style-type: none"> • Roadworthiness Checks Staff • Cleaning of Vehicle • Service of Vehicle 	<ul style="list-style-type: none"> • Conduct preparatory diagnostic checks of vehicles (brakes, lights, horn, and others) • Clean vehicle's interiors and exteriors before and after work and if deemed necessary • Liaise with supervisor for the need of goods for cleaning. • Procurement and storage of cleaning essentials for the vehicles and other consumables • Liaise with supervisor for the needs of services. • Procure and purchase goods/services needed for servicing vehicle. • Conduct services of vehicles. • Establish and implement routine for servicing of vehicle in collaboration with supervisor, with the use of checklist. • Document and record dates/time of vehicle services.
2. Transport Services	<ul style="list-style-type: none"> • Transportation of Staff • Normal & Special Runs 	<ul style="list-style-type: none"> • Prepare vehicle for the pick-up of staff to and from their homes to office.

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	<ul style="list-style-type: none"> • Customer Service 	<ul style="list-style-type: none"> • Drop off staff for meetings and other official trips. • Liaise with supervisor for routine and workplans related to normal runs on a daily, weekly and monthly basis. • Facilitate normal and special runs during (and outside) working hours. • Participate in capacity-building exercises for customer service. • Provide and practise the best service possible for officials when travelling. • Provide and practise the best service possible for requests made from officials in regards to normal and special runs. • Ensure that effective communication is maintained with staff in relation to transport services and other relevant requests. • Record complaints from staff and communicate them to supervisor for timely address of such issues.
<p>3. Inventory Control</p>	<ul style="list-style-type: none"> • Fuel and Oil Monitoring • Consumables Monitoring 	<ul style="list-style-type: none"> • Ensure that dockets for fuel and oil are available, signed and checked before procurement/purchase from suppliers.

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		<ul style="list-style-type: none"> • When filling fuel and oil for vehicle, check that the correct ones are used. • Create and implement a routine for fuel to sustain the use of the vehicle for official trips. • Assist and liaise with the Account Section and Supervisor in the procurement and purchase of goods needed for cleaning, maintenance and others. • Store consumables securely within the office or inside the vehicle.
4. Reporting	<ul style="list-style-type: none"> • Provide report for incident such as accident and late for transportation, etc • Fill in log book 	Reports incidents before asked

10. Key Challenges	11. Selection Criteria
<p>The post holder is expected to work extra hours when and if required and to always attend schedule working hours. The post holder may be involved to transport staffs during the Ministry special meetings such as technical working groups meetings, SMM meetings, and so forth.</p> <p>Age must be between 25 to 45 years</p>	<p>11.1 PQR (Position Qualification Requirement): Education:</p> <ul style="list-style-type: none"> • Form 3 Certificate or Class 9 with valid of driving license <p>11.2 Key Attributes (Personal Qualities): The post holder should possess:</p> <ul style="list-style-type: none"> • Fluency in Kiribati Language and to be able to communicate in English

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| | <ul style="list-style-type: none">• 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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