# GOVERNMENT OF KIRIBATI
## POSITION DESCRIPTION

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| **1. Ministry: Ministry of Infrastructure and Sustainable Energy** | | |
| **2. Position Title: Driver** | **3. Salary Level: 19-18** | **4. Division: Admin** |
| **5. Reports To: Assistant Secretary** | **6. Direct Reports: Deputy Secretary** | |

**7. Primary Objective of the Position:**
To drive MISE's vehicles and to maitain it in a good working condition to ensure sufficient and safe transportation service and a smooth running of the office's service delivery

| 8. Position Overview | |
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| 9. Financial: NIL | 10 Legal: Traffic Ordinance |
| 11. Internal Stakeholders:<br>- Admin Team<br>- Engineering Divisions HODs<br>- Senior Accountant<br><br><br>To be referred to Manager:<br>- Log book<br>- Seek approval from AS/ Admin before commiting any trip other than nrmal runs<br>- Report on Vehicle's repair & maintenance required<br>- Report any minor/ major accident happend to the vehicle<br>-Report to AS regard to personnel matters such as leave, overtime, others<br>- Difficulties/ issues encounted which would significantly affect the smooth running of overall MISE work<br>- Explanations on deviations from required tasks | 12. External Stakeholders:<br>- not applicable<br><br><br>To be referred to Manager<br>- Not applicable |

*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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| Approved by: | Date of Issue: |

**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 |
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| | 1. Ensure vehicle is in good running condition before starting the day's first trip. Should not forget to check the following: <br> - Vehicle spare tyre <br> - Tyres must in good condition <br> - Ensure tyre repairing tools available <br> - Oil, fuel, Brake and Radiator fluids windscreen water are sufficient <br> - All light, brake and horn have no problem <br> - make sure that the vehicle license is valid <br> 2. Transport staff to work and back, from TUC or BTC and to ensure all will arrive at the office by 0800 every working day <br> 3. Drive with cautious and care to ensure staff safety <br> 4. Ensure to comply with traffic rules and procedures at all times <br> 5. Carry out normal official trips and to be ready to dispatch outgoing correspondences during the normal runs and outside normal runs | Increse the Services delivery attended without complains |

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6. Consult AS/ Admin firt before commiting any trips other than normal runs
7. Maintain log book for record of vehicle's trip
8. Ensure refueling docket are properly filled out before refueling
9. Cleaning all office vehicles during working hours but not to distrupt the normal official trips
10. Ensure vehicle are to be serviced on regular basis
11. Report to AS/ DS any ssue/ difficulties faced which will affect the smooth running of official trips/ service delivery
12. Report to AS/ DS any minor/ major accident happend to the vehicles
13. Responsible for any damage of the vehicle due to negligence
14. In case of urgency, driver is required to assist in transporting staff outside normal working hours but subject to approval from AS/DS

| 10. Key Challenges | 11. Selection Criteria |
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| • In accordance with Code of thics:<br>- to lead by example<br>- should uphold credibility of MISE<br>- Should conduct themselves in a professional manner at all times<br>- Must carry out work efficiency and effectively and to assist in the production of timely and high quality MISE services<br>- Must perform and willing to carry out and assume additional duties beyond those been assigned, | **11.1 PQR (Position Qualification Requirement):**<br>**Education:** Form 3 Certificate or Class 9 with a Valid driving license Class B from Kiribati Police Services<br><br><br>**Experience:** Have been driving for more than a year with no previous convictions<br><br>**Job Training:**<br><br>**Prerequisite:** |

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**11.2 Key Attributes (Personal Qualities):**

1. **Knowledge**
- Customer Service
- English

2. **Skills:**
- Sound Mechanical skills
- Communication skills
- Cleaning skills

3. **Attributes**
- Punctual and reliable
- Honest
- Independent
- Courteous
Maintain Secrecy
- Patience
- Fair
-Hardworking and dedicated

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