

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

ANNEX 6

General		
1. Ministry: Leadership Commission, LC		
2. Position Title: Driver	3. Salary Level: L19-18	4. Division: Corporate Services
5. Reports To: Officer Manager, Assistant Admin Officer and Snr. Assistant Secretary	6. Direct Reports To: Office Manager (OM)	
7. Primary Objective of the Position: To provide transport services to staff and any other transport needs as maybe required by the Commission from time to time.		

Position Overview:	
8. Financial: Minimum of \$6,151.60 to Max \$7,000	9. Legal: N/A
<p>10. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Chairman and Commissioners • Secretary & all Staff of the Commission <p>Without referral to Manager:</p> <ul style="list-style-type: none"> • Nil 	<p>11. External Stakeholders:</p> <ul style="list-style-type: none"> • Public Civil Servants • Incoming Customers/visitors <p>To be referred to Manager/Secretary:</p> <ul style="list-style-type: none"> • Request for transport • Complaints received • Routine maintenance • Report on accidents involving the transport/vehicle • Overtime to carry out additional tasks • Request to purchase vehicle's cleaning materials
Key Accountabilities (Include linkage to KDP, MOP and Divisional Plan)	

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<ul style="list-style-type: none"> ▪ <i>KDP, KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Punctuality	<ul style="list-style-type: none"> • Provide safe and reliable staff transport to and from work. For example, driver must ensure that staff arrive at their office from 0900hr and to be returned back to their respective homes from 1715hrs. • Official transport of staff and other stakeholders to and from their destinations 	<ul style="list-style-type: none"> • Timely arrival and departure of staff
Delivery of Mails	<ul style="list-style-type: none"> • To carry out normal run for dispatch of mails in accordance to registry protocols. 	<ul style="list-style-type: none"> • Timely normal run/ dispatch of mails
Vehicle/transport's maintenance	<ul style="list-style-type: none"> • Proper cleaning of vehicles (both interior and exterior) on a daily basis. 	<ul style="list-style-type: none"> • Vehicle in clean and great looking condition at all times.
Reporting	<ul style="list-style-type: none"> • To provide immediate and detailed reports of incidents such as road accidents, late transportation and other incidents related to transport/vehicle • To fill in logbooks and reporting logbooks to supervisor every fortnight • To ensure efficient repair of vehicle damages at recommended mechanical workshops and daily status reports of the vehicle 	<ul style="list-style-type: none"> • Vehicle up and running and in great condition at all times

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<p>Ensuring efficient repair of damaged Vehicle</p>	<ul style="list-style-type: none"> • Standing by allocation vehicle whilst in repair and providing daily report to supervisor on vehicle status whilst in mechanic garage 	<ul style="list-style-type: none"> • Reports provided and duration of vehicle at mechanic garage
<p>Understanding of other official duties assigned by supervisor</p>	<ul style="list-style-type: none"> • Implementing extra activities and roles as required by supervisor 	<ul style="list-style-type: none"> • Extra duties undertaken and attended to when required
<p>12. Key Challenges</p>		<p>13. Selection Criteria</p>
<ul style="list-style-type: none"> - Behavioral change is challenging as changing people's way of thinking require time and effort 		<p>13.1 PQR (Position Qualification Requirement): At least Class 9 at Primary level with valid driving license Experience: Shall have spent at least 1 year driving Governments vehicles</p> <p>Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge: <ul style="list-style-type: none"> - Confidentiality rule and disclosure of information 2. Skills: <ul style="list-style-type: none"> - Basic Mechanical Skills 3. Attributes: <ul style="list-style-type: none"> - Must demonstrate high quality customer service skills - Must carry out the tasks with respect and integrity to staff and external customers especially the public.