

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Justice		3. Salary Level: 19-18		4. Division: Admin	
2. Position Title: Driver		6. Direct Reports: n/a			
5. Reports To: Office Manager Assistant Secretary					
7. Primary Objective of the Position: Provide transport services to the Ministry's staff to and from work and official meetings/events including any other transport needs as may be required by the Ministry.					
8. Position Overview					
9. Financial: n/a		10. Legal: NCS			
11. Internal Stakeholders: i. Secretary ii. Deputy Secretary iii. MOJ staff		12. External Stakeholders: i. Public servants ii. MOJ's visitors			
13. To be referred to Manager: - requests for transport - complaints received - routine maintenance - reports based on accidents and incidents - overtime required to carry out additional tasks - request for purchasing cleaning materials - service and maintenance of vehicle		14. Without Referral to Manager n/a			
15. 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	

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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Punctuality	- Provide safe and reliable staff transport to and from work, taking great consideration of time - Official transportation of staff and other stakeholders to and from their destination	Timely arrival and departure of staff daily
Delivery of mails	Outgoing mails on normal run are to be delivered efficiently and accordance to registry protocols.	Schedule reception of mails to external organizations
Routine maintenance	Proper cleaning of vehicle	Vehicles are presentable at any given time
Reporting	- Immediate and detailed reports of incidents such as road accidents, late transportation and other unforeseen incidents - Filling in log books and report log-book to supervisor regularly - Ensuring efficient repair of vehicle damages in garage and daily status reports of vehicle	Up to date records of vehicle
Understanding and aware of other official duties assigned by supervisor	Implementing extra activities and roles as required by supervisor	To be able to carry out extra duties required by the ministry and/or supervisor
16. Key Challenges		
Completing any other tasks assigned within office by supervisor(s).		
17. Selection Criteria		
17.1 FQR (Position Qualification Requirement):		
Education:		
Experience:		
Job Training:		
Prerequisite:		
17.2 Key Attributes (Personal Qualities):		
1. Knowledge		

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2. Skills:	
3. Attributes	

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