

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Finance & Economic Development		
2. Position Title: Driver	3. Salary Level: L19-18	4. Division: Government
5. Reports To: Assistant Secretary/Office Manager	6. Direct Reports: Nil	
7. Primary Objective of the Position: To provide and ensure that transports need for Ministry run and on Schedule on a daily basis is efficiently and effectively managed and provided for official requirements.		

8. DECISION MAKING AUTHORITY <i>(only to be completed by decision making positions)</i>		
Decision Making Authority	Key Contacts/Position	Frequency and Purpose
8.1 Without Referral to Manager:	Assistant Secretary/Deputy Secretary	As required
8.2 After consultation with Managers or others:	Office Manager/Head of departments	Weekly or as required
8.3 Referred to Managers : Dispatch schedule by Head of departments Routine - normal run	Head of departments/Employees	Daily
9. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ KDP/KPA: KPA 3. HEALTH ▪ 		
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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Ministry Administration	<ul style="list-style-type: none"> Driving Ministry vehicles for staff transport every morning and dropping staff after working hours 	Daily
	<ul style="list-style-type: none"> Responsible for driving of the Ministry need for dispatching letters and other need 	Normal run schedule by Admin/ departments

10. Key Challenges	11. Selection Criteria
<p>RBC ad hoc transport at early hours in the morning due to flight schedules from Air Kiribati.</p> <p>Huge request from departments with different callings or meetings to attend at different places and at the same time makes it hard to entertain and causes complaints among staff.</p>	<p>11.1 PQR (Position Qualification Requirement): Class 9 or Form 3 holding a valid driving license with a clear police record. Should possess a B class or can drive Government vehicles and must be mentally and physically fit.</p> <p>11.2 Key Attributes (Personal Qualities): Trustworthy, honest, patient, empathy, kind, willing to work extra hours, initiative, show respect to all colleagues and well groomed.</p> <p>Experience Required One-year experience in driving a B class vehicle with clear police record.</p>

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