

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Women, Youth & Social Affairs		
2. Ministry: Ministry of Commerce, Industry & Cooperative		
3. Position Title: Driver	4. Salary Level: 19-18	5. Division: Government
6. Reports To: SAS	7. Direct Reports: Supervisor (i.e Office Manager/Assistant Secretary)	
8. Primary Objective of the Position: To provide and unsure that transports need for Ministry run and on Schedule on a daily basis.		

9. Position Overview	
9. Financial: NIL	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Employees • Supervisor • Head of Division To be referred to Manager: <ul style="list-style-type: none"> • Need for vehicle spare parts • Washing vehicle seat covers • Servicing the vehicle 	12. External Stakeholders: <ul style="list-style-type: none"> • Other Ministries • External Customers To be referred to Manager <ul style="list-style-type: none"> • Working/Serving the above stakeholders if necessary

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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<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 		
<p>Key Result Area/Major Responsibilities</p>	<p>Major Activities/Duties</p>	<p>Performance Measures/Outcomes</p>
<p>Ministry Administration</p>	<ul style="list-style-type: none"> • Driving Ministry vehicles for staff transport every morning and dropping staff after working hours • Responsible for driving of the Ministry's vehicles and when required by staff for attending official duties • To assist in the effective delivery of the Ministry's mail and other required services to Government Ministries and other offices 	<ul style="list-style-type: none"> - Daily – to ensure staff will arrive and depart on time - Daily when required - When required
<p>Maintaining Good Condition of vehicle</p>	<ul style="list-style-type: none"> • Cleaning inside and outside the vehicle • Using log book to record bus travel 	<ul style="list-style-type: none"> - Daily and if required
<p>10. Key Challenges</p> <ul style="list-style-type: none"> • A key challenge of the post is ensure that the vehicle is always in a good condition for the safety of all staff. Willing to work during weekends and Public Holiday when required • The driver must aware not to use the bus for his personal need 		
<p>11. Selection Criteria</p> <p>11.1 POR (Position Qualification Requirement): Education: Must possess a valid driving license of a "B" class with the minimum age of 25. Experience: N/A Job Training: N/A Prerequisite: N/A</p>		

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	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge</p> <ul style="list-style-type: none">- Mechanical- Transportation- Public Safety and Security <p>2. Skills:</p> <ul style="list-style-type: none">- Equipment Maintenance- Active Listening- Speaking <p>3. Attributes</p> <ul style="list-style-type: none">- Respect to all staff- Smart to carry out what was needed by officers- Reliable and trust or honest- Flexible
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