

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Driver	3. Salary Level: L19-18	4. Division: Administration, HQ MISE
5. Reports To: Admin	6. Direct Reports: Office Manager	
<p>Primary Objective of the Position: Responsible to drive MISE Vehicles and provide transport to staff and other services required from the Ministry.</p>		

7. Position Overview	
<p>9. Financial: NIL</p>	<p>10 Legal: Kiribati National Conditions of Service 2012 Traffic Act 2006 Civil Aviation Regulations Occupation Health and Safety Construction Guidelines</p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Supervisor • MISE Staff <p>To be referred to Manager:</p>	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Other Ministries • Public Servants • Civil yard customers <p>To be referred to Manager:</p>

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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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<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
1. Punctuality of staff & safety of staff	<ul style="list-style-type: none"> - Provide transport to staff and back home - Ensure the safety of staff 	- Staff are always on
2. Maintain the routine check	<ul style="list-style-type: none"> - Cleaning of vehicle - Maintain transport vehicle service and repair 	- Vehicle looks spick and span every day
3. Reporting	<ul style="list-style-type: none"> - Provide report for incident such as accident and late for transportation, etc - Fill in logbook 	- Reports incidents before asked.

10. Key Challenges	11. Selection Criteria
<p>May required to work extra hours when needed</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Form 3 Certificate or Class 9 with Valid License Class B</p> <p>Experience: NIL</p> <p>Job Training:</p> <p>Prerequisite: NIL</p>
	<p>11.2 Key Attributes (Personal Qualities):</p>

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	<ul style="list-style-type: none">• Concern for others• Understand key of moral ethics• Self-Control• Integrity• Teamwork• Has the ability to keep and update records• Ability to draft simple report• Had a valid driving license• Clean police record with no speeding fines.
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