

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Tourism, Commerce, Industry and Cooperatives		
2. Position Title: Driver	3. Salary Level: L19-18	Division: Administration/HQ
4. Reports To: SAS	5. Direct Reports: Office Manager/ Assistant Secretary	
6. Primary Objective of the Position: To ensure the safe, reliable, and timely daily transportation of Ministry personnel and materials, directly supporting the Ministry's operational efficiency.		

7. Position Overview	
9. Financial: NIL	10 Legal:
11. Internal Stakeholders: <ul style="list-style-type: none"> Ministry Staff Executive Assistant Head of Departments Assistant Secretary DS/SAS To be referred to Manager: <ul style="list-style-type: none"> Procurement of any vehicle spare parts or accessories. Arrangement of professional vehicle servicing or maintenance. Authorization for refueling. Replacement of vehicle seat covers. Physical alterations to the vehicles 	12. External Stakeholders: <ul style="list-style-type: none"> Other Ministries – Ministry Staff (Registry Staff, AS, SAS, DS, Account Staff) Regulatory Authorities - KLTA KPS External vendors for vehicle maintenance and refueling To be referred to Manager <ul style="list-style-type: none"> Working/ Servicing the above stakeholders

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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13. 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
Ministry Administration	<ul style="list-style-type: none"> • Provide punctual and safe morning pickup and evening drop-off services for Ministry staff according to the official daily schedule. • Responsible for driving of the Ministry's vehicles and when required by staff for attending official duties/events • Assist in the effective, secure, and timely delivery of official mail, packages, and documents to Government Ministries and other designated offices. 	<ul style="list-style-type: none"> • Daily to ensure staff will arrive and depart on time • Daily when required • When required

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Ensure the roadworthiness, safety, and cleanliness of all office vehicles. • Maintain availability to work during weekends and public holidays as required. • Authorized Use Only: The vehicle is for official duties exclusively. Personal use is strictly prohibited without explicit prior management approval. 	<p>11.1 PQR (Position Qualification Requirement): Education: Form 3 or Class 9 Certificate, must possess a valid driving license of a "B" class.</p> <p>Experience: N/A</p> <p>Job Training: N/A</p>

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<ul style="list-style-type: none">• Comply with all policies and instructions from the SRO, Administration, and immediate supervisor.	<p>Prerequisite: N/A</p> <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">• Respective to all staff• Smart to carry out what was needed by officers• Reliable and trust or hones• Flexible
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