



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Environment, Climate Change, Disaster Management and Meteorology

DIVISION: Corporate Service

DUTY STATION: Honiara

POSITION NUMBER: 299-00096

MINISTRY VACANCY REF: MECDM 38/2024

POSITION TITLE: Driver

POSITION LEVEL: L2

SALARY RANGE: \$773.92 - \$845.89 fortnightly

THIS POSITION REPORTS TO: Human Resource Manager

THIS POSITION SUPERVISES: None

SECTION B - SCOPE OF DUTIES

The incumbent will be responsible for providing transport and logistics services to the office that will enhance efficiency and effectiveness of transport to staff in their performance of their responsibilities for improved productivity.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Ensures a transportation and logistics service is available to MECDM on a regular and reliable basis.
- To oversee and maintain a reliable transport system by keeping a proper running schedule for all company vehicles.
- Ensure mails including express mails are collected and delivered at respective offices, at airport, seaports in a timely manner.
- To provide transport transfers for staff members when need arises.
- Keep a log book register of all vehicle movements and ensure vehicle runs are not abused.
- Ensure vehicles are kept clean and tidy at all times and engine oils and fuels are maintained and checked on a regular basis.
- Report any vehicle defects to the HRM for immediate repairs and maintenance.
- Employee must be willing to work after normal hours including weekends when the need arises.
- Carry out any other task/duties as assigned/required by the Human Resources manager from time to time.

SECTION D - KEY DELIVERABLES/KEY PERFORMANCE INDICATORS

The incumbent of this position will have their performance assessed according to the following key deliverables:

- Visitors received a friendly greetings and assistance at all times.
- A reliable vehicle operation system is maintained at all times.
- Mails are collected and delivered to respective customers on regular basis
- Staffs are transported to respective work places and on time.
- An updated vehicle log book is kept at all times.
- Vehicles are kept safe and secure and defects reported for immediate repair and maintenance.
- Staff support services including transport upkeep is maintained to a high standard at all times.
- Supervisors are satisfied with completion of additional duties as requested from time to time.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- A valid driving license or substantial experience in similar position

Desirable Qualifications

- A Certificate in Light Motor Vehicle or Heavy Plant Mechanics with some experience.

Capabilities Required

- Demonstrate Leadership capabilities
- Sound communication & Presentation skills

SECTION F – KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

Experience

- A minimum of 3 years' work experience in similar duties
- At least 2 years minimum working in similar organisation.

Skills and ability:

- Proven capabilities as a team player with the ability to inspire and motivate others.
- Excellent oral and written communication skills, networking and team building.
- Able to handle high levels of pressure and critical decision making

Knowledge:

- Excellent knowledge of vehicle maintenance and repairs.
- Understanding and a commitment to the provision of reliable services to support the operations of the Human Resources Unit.

Attitude

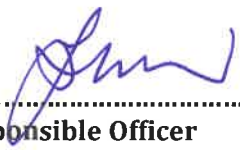
- Self-motivated and a team player
- Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

SECTION G - TERMS AND CONDITIONS

a)	Current Level:	2.1
b)	Fortnightly Salary:	\$773.92 per fortnight
c)	Annual Salary:	\$20,121.95 per annum
d)	Annual Leave Entitlement	18 Days per annum
e)	Housing Allowance	20% of basic if not accommodated under SIG Housing or PSRS
f)	Other conditions of service as stipulated in the Agreement of Service on appointment.	

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:



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Permanent Secretary/Responsible Officer

14/8/24

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Date Approved

Additional Comments: