



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Justice and Legal Affairs

DIVISION/SECTION: Public Solicitor Office

DUTY STATION: Honiara/Provinces

POSITION NUMBER (HRMIS): 292-00261

MINISTRY VACANCY REF:

POSITION TITLE: Office Driver

POSITION LEVEL: Level 2

SALARY RANGE: \$20,121.95- \$21,993.20

THIS POSITION REPORTS TO: Office Manager

THIS POSITION SUPERVISES:

SECTION B - SCOPE OF DUTIES

The Ministry of Justice and Legal Affairs is mandated to provide a vibrant and robust service to the Agencies for effective, efficient and sustainable justice services to Solomon Islands.

The Public Solicitors Officer supports the Ministry of Justice and Legal Affairs to do this by providing fair and accessible justice system that defends the rights and responds to the diverse needs of disadvantaged people in the Solomon Islands

This position will contribute to the Public Solicitor's Office functions and objectives in ensuring the smooth functioning of PSO's daily operations by providing dependable and efficient transportation support.

SECTION C: KEY DUTIES

The officer will be required to:

- a) Ensure timely and safe transportation of staffs, documents, and materials to various destinations such as meetings, courts, fieldwork or deliveries.
- b) Assisting in logistics by delivering goods, documents and packages between departments, offices, or external stakeholders.

- c) Record all tasks carried out in the provided log book and ensure it is signed off daily by responsible supervisor or manager.
- d) Maintaining the vehicle in a good working condition by scheduling regular servicing, repairs, and cleanliness, ensuring compliances with safety standards.
- e) Providing essential transport support for team members during any events such as workshops, conferences, or field activities.
- f) Develop and maintain professionalism at all times when interacting with stakeholders during deliveries and pick-ups.
- g) Safeguard sensitive documents or packages during transport and ensuring they reach their destination securely and confidentially.
- h) Contribute to effective time management of staffs
- i) Collection of garbage/rubbish for disposal to the dumpsite
- j) Undertake other tasks as may be directed from time to time by the Supervisor.

SECTION D – KEY DELIVERABLES

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

1. Ensure that lawyers are attending their courts and servicing of legal documents on time. All office administration needs must be carried out and delivered to respective and designated person (s).
2. Monitor and maintain of Vehicle log book and ensure servicing and maintenance of vehicle is carried out on time specified
3. Ensure the vehicle is professionally kept clean at all times
4. Ensure professionalism and confidentiality in liaising with lawyers and management team in relate to the nature of documents served to whoever. Ensure servicing of documents are carried out in a timely and efficient manner in respect to court orders, court dates
5. Actively aware and utilized occupational Health and safety issues
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

- Minimum of form 3/ 5 secondary leavers
- Certificate in Trades or other related fields

SECTION F - KEY SELECTION CRITERIA

- KSC 1** Ability to work with minimum supervision, a self-starter and being initiative on areas of responsibilities.
- KSC 2** Demonstrated reading and writing ability. Proven experience in producing a written report. Proven experience in record keeping
- KSC 3** Possessed current Driver's License multiple classes desirable
- KSC 4** Minimum of 2-3 years driving in Honiara or Provinces both sealed roads, unsealed and off-road conditions
- KSC 5** Proven record of professionalism and good work ethics
- KSC 6** Demonstrated basic knowledge of General orders, SI laws and Public Service policies

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 773.92- \$ 845.89 **Annual Salary:** \$20,121.95- \$21,993.20

Annual Leave entitlement: *18 days per annum*

Housing Allowance: *Payable 20% of the Basic Salary if no Housing is provided*

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

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Date Approved

Additional Comments: