

DEPT. OF PERSONNEL MANAGEMENT
ORGANISATION & SYSTEMS DEV.
APPROVED JOB DESCRIPTION
DATE 27 / 07 / 2007
Mann



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. Identification

Department Public Service Commission	Position Number COMCS.023
Division Corporate Services	Designation/Classification Driver - Grade 6
Branch	Local Designation Driver - Corporate Services
Section	Reporting to: Director - Corporate Services
Location Waigani	Incumbent:

HISTORY OF POSITION

DPM file No.	Date of Variation	Details
O&AS3-2-20	20.10.2000	Created.
O&AS3-2-20	14.11.2001	J.E. Adopted J.D. concept & Revised Duties.
O&AS3-2-20	12.9.2003	Created.
Impl: 6-2-5	27.7.2007	Renumbered / Redesigned / Reclassified

2. Purpose

To undertake driving duties for the Commission. Apart from driving he will also assist with registry & mailing services, office cleaning, photocopying, filing and proper storage, and retrieval & disposal of the Secretariat's records.

3. Dimension

Responsible for driving of Commission's vehicles. Assist in mailing delivery services, cleaning of office, photocopying, filing, proper storage, retrieval & disposal of the Secretariat's records.

4. Nature and Scope Reporting Relationship

The driver reports directly to the Director Corporate Services.

DIRECTOR CORPORATE SERVICE
GRADE 17

DRIVER
GRADE 6

4.1 Work Environment

Responsible for the effective and efficient management of driving duties, assist with registry & mailing services, cleaning of office & vehicles, photocopying, filing systems and to ensure proper storage, retrieval & disposal of the Secretariat's records.

4.2 Constraints Framework and Boundaries

Inadequate budget appropriation received through the Commission's overall budget for official duties/office administration runs.

- **Rules/Procedures**

Traffic rules and procedures.

- **Decision**

Effective usage of PSC vehicles.

- **Recommendations**

1. Carryout driving duties and responsibilities, including office & vehicles cleaning roles.
2. Undertake motor vehicle maintenance record keeping.
3. Assist with classifying all incoming & outgoing mails & files.
4. Maintain filing systems & make suggestions for improvement.
5. Carryout the Secretariats photocopying roles, franking services & also mail courier/postages.
6. Maintain close contact with National Archives for the purposes of storage, retrieval and disposal of old files.



4.3 Challenges

- Ensure effective and efficient delivery of mail services are on time.
- Always check the vehicle before and after driving.
- Always report to the supervisor/Director Corporate Services concerning driving duties.
- Ensure filing systems are up to date.
- Provide sound advice to the Director Corporate Services relating to the driving duties, office & vehicles cleaning roles, motor vehicle maintenance record keeping, incoming mails & files, photocopying roles, franking services & mail courier and maintain close contact with National Archives for the purposes of storage, retrieval and disposal of old files.

4.4 Working Relationship

- **Internal**

1. Director Corporate Services Division, Chairman, Commissioner (N) and Commissioner (P), staff of the Division, and other Divisions.

- **External**

1. All National Departments; all Statutory Authorities and Non-Government Organizations (NGOs).

5. Qualifications, Experiences and Skills

5.1 Qualifications

Successful completion of Grade 8 is essential, or successful completion Grade 10 School's Certificate is desirable or education qualifications as may be acceptable to the Commission.

5.2 Knowledge

Possesses a proficient level of:-

- (a) Good knowledge of Police Traffic laws & regulations, etc.
- (b) 8 – 10 years of driving experience.

5.3 Skills

Must have the ability to demonstrate the following:

- Sound written & oral communication skills in English.
- Must have a PNG Driver's License Class 3, preferably 6.
- Sound Public Relations & Interpersonal skills.
- Have personal qualities such as;
 - (i) Must have no criminal record and no police traffic offences.
 - (ii) Good appearance (dress in tidy attire & neatly), medically and physically well & fit.
 - (iii) Good attendance and be punctual at all times.
 - (iv) Good sense of duty, very co-operative, reliable & adaptability.
 - (v) Good job attitude and ability to learn new concepts or ideas.
 - (vi) Loyalty, honestly, trustworthy, transparency, sober habits, etc.

6. Principle Accountabilities

- Be responsible for undertaking driving duties & responsibilities for the Commission's vehicle.
- Ensure the vehicles are clean, refilled in terms of fuel & oil.
- Recommend to the Director Corporate Services for vehicle routine services.
- Assist effectively in registry & mailing services to the Secretariat.
- Assist in the maintenance of filing systems & co-ordination of file movements.
- Assist in having proper storage, retrieval & disposal of the Secretariat's records.
- Assist in photocopying duties & other ad-hoc functions.

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- Assist with classifying all incoming & outgoing mails & files.
- Assist in maintaining filing systems & make suggestions for improvement.
- Assist in carrying out the Secretariats photocopying roles, franking services & also mail courier/postages.
- Assist in maintaining close contact with National Archives for the purposes of storage, retrieval and disposal of old files.

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