

Ministry of Communications and Information Technology

*\*Please address all correspondences to the Chief Executive Officer*

***Job Description***

***Position Title: Driver***

***Division/Section: Corporate Services Unit***

***Salary Grade: A03***

***Salary:* $8,214.00**

***Location: TATTE Building, Level 6 – Sogi***

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| Overview of Ministry |

More information can be found on our website at www.mcit@mcit.gov.ws

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| Purpose of Position |

Ensure effective maintenance and safety of office vehicles for official transport and delivery

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| Key Relationships |

***Responsible to: CEO & ACEO Corporate Services Unit***

***Responsible for: Driver assigned for CEO and Office of the CEO duties and will be based in Main Office.***

***Functional relationships: Driver still reports to ACEO Corporate Services for any other office assignments when required.***

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| Key Responsibilities |

**Performance of General vehicle maintenance**

* Maintain cleanliness of vehicles at all times
* Conduct daily morning checks to ensure vehicles are prepared for operations
* Check tires, engines and seatbelts to ensure that they are in good working condition
* Check if all vehicle equipment are well kept securely in place i.e car jacks, etc
* Regular checks of vehicle fluids if they are at optimal levels
* Ensure car seats, rugs, dashboards and mats are clean every time.
* Take vehicle to washing areas or wash them according to specific instructions
* Must control and monitor weekly use of all vehicle petrol

**Transportation duties**

* Driver responsible for CEO assignments
* Responsible for picking up and dropping off of overseas missions from/o desired destination when required.
* Responsible for picking up and dropping off CEO when its needed.
* Abide by road rules enforced by LTA & Police at all times while transporting
* Operate assigned vehicle in a courteous and safety manner
* Deliver office mail runs on a daily basis
* Assist in loading and unloading packages on trucks
* Must be on standby

**Reporting and administrative tasks**

* Keep and complete a Daily Log Mileage sheet to record areas travelled to, and jobs assigned to do on a daily basis.
* Report any case of accident, injury or damage of vehicles to the CEO or ACEO Corporate Services immediately
* Responsible for filling CEO allocated vehicles and wash the vehicles when its needed
* Assist on any CEO office administration duties assigned by CEO or CEO secretary anytime it’s needed.

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| ***SKILLS AND ABILITIES*** | **DRIVING SKILLS** | Driver must be very much trained. Moreover, driver ought to be a skilled driver and must have the necessary authorization to driveDriver should have sufficient knowledge of traffic laws and hold fast entirely to them |
| **WRITING SKILLS** | Driver should have the skills and ability to write reports or note down destination and routes taken during travelling time  |
| **COMMUNICATION SKILLS** | Very good in listening skills Excellent Public Relations skills and customer oriented person. Very attentive to details and ability to communicate with staff in a professional manner. Driver must be able to speak both in Samoan and have good English to converse with staff and other ministry stakeholders.  |
| **PERSONAL ATTRIBUTES** | **Values and Ethics** | Police Report to be provided and holds a current driver’s licensePortrays respect and courtesy in characterDress professionally and in accordance with Public Service Values and Principles. i.e. iefaitaga and elei shirt at all times during office duties and assignments. |
|  | **ENTHUSIASM /COMMITTMENT** | Team player, can work together with other colleagues, and share ideas to improve servicesWork effortlessly in any circumstances Work together to achieve a common purpose  |
| ***EXPERIENCE*** | **EXPERIENCE, KNOWLEDGE AND PAST WORK PERFORMANCE** | At least two (2) years of proven work experience in Driving |
| ***QUALIFICATIONS*** | **FORMAL QUALIFICAITONS** | Minimum pass of a PSSC/SSLC Certificate.Must have a valid Driver’s License |