



## MINISTRY FOR PUBLIC ENTERPRISES

JOB DESCRIPTION		
Position Title:	Driver	
Position Code:	PE000042	
Division:	Corporate Services Division (CSD)	
Salary Grade:	A4 – A5	
Salary Range:	\$9,370 - \$10,890	
Ministry's Purpose		
To monitor and assess the performance and quality of service delivery by Public Bodies to ensure they are making a valuable contribution to economic and social development.		
Divisional Purpose		
To ensure excellence in Human Resources Development, practices and provision of support services in finance, Administration, public relations, Information technology, policy and planning, legal advice, records management and transportation for enhanced performance.		
Purpose of the position		
To ensure effective and efficient transport service to the office is successfully implemented.		
Key Relationships:		
Responsible to:	Assistance Chief Executive Officer (Corporate Services) through the Principal Accounts Officer	
Responsible for:	NONE	
Functional Relationships:	29 State Own Enterprises (external) 6 divisions (internal)	
Key Responsibilities & Duties:		
<div>1. Operate Office Vehicle for daily office mail delivery on a daily basis. Provide Transportation for Officers during working hours and overtime work.</div> <div>2. Ensure efficient and effective maintenance and operation of office vehicles on a daily basis.</div> <div>3. Report to Principal Officer on any accidents or repair work needed and any mechanical faults concerning Office vehicles and keep records.</div> <div>4. Ensure vehicles are ready and in good condition whenever government officials and staff need them.</div> <div>5. Must submit a regular and comprehensive monthly report to the ACEO regarding vehicle usage and maintenance.</div> <div>6. Ensure drop off &amp; pick up of Staff members should be prioritized.</div> <div>7. Other duties as directed from time to time.</div>		
Selection Criteria:		
Merit	Job Competencies	Details
Skills & Abilities	Basic Problem Solving Skills	Ability to conduct general maintenance of Office Vehicle

	Driving Skills <b>(Essential)</b>	Manage time and work in a reliable manner.  Good knowledge of road safety & traffic rules and regulations. Must have a valid driver's license.
	Mechanical Knowledge <b>(Essential)</b>	Good Mechanical Knowledge with maintenance and repair of vehicles.
	Customer Service <b>(Essential)</b>	Have good Customer service experience in dealing with Government Ministries and the public.
	Records Management (Mail) <b>(Essential)</b>	Good working knowledge of records management with regards to the process of incoming and outgoing mail.
	Communication and Presentation Skills	Conveys and reports basic information on operational requirements and related issues.
<b>Personal Attributes</b>	Values and Ethics	Knowledge of the SPS Values and demonstrate excellent work ethics.  Good understanding and knowledge of the Legislation and policies governing finance and administrative procedure
	Integrity & Honesty <b>(Essential)</b>	Takes responsibility for delivering on intended outcomes.  Acts with Integrity at all times
	Communication <b>(Essential)</b>	Demonstrates integrity & honesty in action and decision making. Is both ethical and professional.  Strong written and oral ability in both English and Samoan. Able to communicate clearly, logically and coherently.
	Team Player <b>(Essential)</b>	Punctual to work and all office events expected to attend.
	Commitment <b>(Essential)</b>	Proven ability to work in a team environment  Must demonstrate high commitment to the job and be punctual.

		Prompt, Physically fit and healthy
<b>Experience &amp; Past Work Performance</b>	2 years relevant experience <b>(Essential)</b>	<p>A minimum of at least 2years in practical working experience.</p> <p>Sound knowledge of Government vehicle policy and other government process and procedures pertaining to Government vehicles.</p> <p>Has a sound knowledge of Road Code.</p>
<b>Qualification</b>	Minimum of a PSSC <b>(Essential)</b>	<p>Minimum requirement of completing PSSC with a pass in English.</p> <p>Must have a Valid Driver's License with a Defensive Driving Certificate</p>