



MINISTRY FOR PUBLIC ENTERPRISES

JOB DESCRIPTION	
Position Title:	Transport Officer
Position Code:	PE000036
Division:	Corporate Services Division (CSD)
Salary Grade:	A5 - A6
Salary Range:	\$11,536 - \$13,248
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 HR & Administration
Responsible for:	NONE
Functional Relationships:	29 State Own Enterprises (external) 6 divisions (internal)
Key Responsibilities & Duties:	
<ol style="list-style-type: none"> 1. Ensure efficient and effective maintenance and operation of office vehicles. 2. Check and maintain preventative maintenance records on vehicles and arrange for routine maintenance and servicing. 3. Report to the ACEO or Principal Officer on any accidents or matters concerning the vehicles. 4. Place requests to the ACEO or Principal Accounts Officer for repair works needed for the vehicles. 5. Ensure vehicles are ready and in good condition whenever government officials and staff need them. 6. Ensure that records/history of accidents are kept. 7. Must submit a regular and comprehensive monthly report to the ACEO regarding vehicle usage and maintenance. 8. Ensure mail delivery on a daily basis to all 28 SOE's and Line Ministries 9. Ensure drop off & pick up of Staff members should be prioritized. 	

10. Other duties as directed from time to time.

Selection Criteria:

Merit	Job Competencies	Details
Skills & Abilities	<p>Driving Skills (Essential)</p> <p>Mechanical Knowledge (Essential)</p> <p>Customer Service (Essential)</p> <p>Records Management (Mail) (Essential)</p>	<p>Good knowledge of road safety & traffic rules and regulations. Must have a valid driver's license.</p> <p>Good Mechanical Knowledge with maintenance and repair of vehicles.</p> <p>Have good Customer service experience in dealing with Government Ministries and the public.</p> <p>Good working knowledge of records management with regards to the process of incoming and outgoing mail.</p>
Personal Attributes	<p>Delivers Results (Essential)</p> <p>Integrity & Honesty (Essential)</p> <p>Communication (Essential)</p> <p>Team Player (Essential)</p> <p>Commitment (Essential)</p>	<p>Takes responsibility for delivering on intended outcomes.</p> <p>Demonstrates integrity & honesty in action and decision making. Is both ethical and professional.</p> <p>Strong written and oral ability in both English and Samoan. Able to communicate clearly, logically and coherently.</p> <p>Proven ability to work in a team environment</p> <p>Must demonstrate high commitment to the job and be punctual.</p>
Experience & Past Work Performance	<p>2 years relevant experience (Essential)</p>	<p>Relevant working experience of Government vehicle policy and other government process and procedures pertaining to Government vehicles.</p>
Qualification	<p>Minimum of a PSSC (Essential)</p>	<p>Minimum requirement of completing PSSC with a pass in English.</p>