

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: Office of Te Beretitenti		
2. Position Title: Driver	3. Salary Level: L19-18	4. Division: Kiribati Meteorological Service
5. Reports To: Director	6. Direct Reports: Supervisor (i.e. Quality assurance officer, Technical System Supervisor etc)	
7. Primary Objective of the Position: To carry out transportation roles within KMS		

8. Position Overview	
9. Financial: NIL	10. Legal:
11. Internal Stakeholders: • Employees • Supervisor • Head of Division (HoDs) To be referred to Manager: • Working on weekends • Working extra hours • Servicing of office vehicle	12. External Stakeholders: • Other Ministries • External Customers To be referred to Manager: • Working/Serving the above stakeholders
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> ▪ KDP/KPA: ▪ MOP Outcome:	

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
- Transporting Staff/resource/Equipment within KMS using office vehicle	• To transport staff to shifts • To transport staff to required meeting/workshops • To carry out normal runs • To maintain good standard of office vehicle • To attend to other needs as required by a supervisor and SRO	- Punctual in transporting duty staff and other tasks from time to time - Well maintained and good standard of office vehicle - To be available at times you are needed

10. Key Challenges	11. Selection Criteria
• To be able to work after working hours and Public Holiday when required	11.1 PQR (Position Qualification Requirement): Education: Form 3 certificate of Class 9 Experience: N/A Job Training: N/A Prerequisite: N/A
	11.2 Key Attributes (Personal Qualities): 1. Knowledge: - Knowledge to transport staff/equipment/resource to any place for meetings or any program as required by a Ministry

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	2. Skills: - Well know how to use variety of driving gears - Knows safety - Creativity 3. Attributes: - Discipline, in order to consistently deliver top quality performance to clients (employees etc) - Humility, to be humble in doing the job - Presence need to be present as required - Trust, to be honest and reliable
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