

JOB DESCRIPTION FOR JUNIOR POSITIONS

POST DESCRIPTION		
1	Ministry/Department: MOF	
2	Job Title: Driver, Logistics , CSD Division	
3	Band R	Post Number: 5
		Location: Nuku'alofa
4	Job Purpose - from Ministry Corporate Plan Outputs	
	The officer is responsible to support the provision of transport service under the relevant output delegated to the division in the Ministry's Corporate Plan.	
4.1	Ministry Corporate Plan Outputs delegated to the Division	
	Better logistic and support services for MoF	
	Key Result Area	Performance Indicators
	<ul style="list-style-type: none"> • Deliver correspondences • Provide Transport for staff and Missions 	<ul style="list-style-type: none"> • Clean vehicle, Safe driving and timeliness
5.1	Core Duties	
	Send and deliver correspondences/messages and make sure that the deliver register is signed by recipient	<ul style="list-style-type: none"> • All items delivered on a daily basis • Reliability • Completeness
	Send and deliver correspondences/messages and make sure that the deliver register is signed by recipient	<ul style="list-style-type: none"> • All items delivered on a daily basis • Reliability • Completeness
	Provide transport for Ministry's staff; attending meeting overseas and domestic travel	<ul style="list-style-type: none"> • Staff arrival on time • Reliability • Receive daily programme each morning
	Provide transport for mission team/guests of the Ministry/Government	<ul style="list-style-type: none"> • Wear appropriate attire • Well mannered • On time
	Complete the log book for the specific vehicle driven	<ul style="list-style-type: none"> • 100% Accuracy • 100% completeness • Weekly submission to supervisor
	Look after the vehicle e.g. check oil and water levels, and tires, etc	<ul style="list-style-type: none"> • Complete the checking on a daily basis • Report faulty vehicle to supervisor • Less frequent breakdown of vehicle during trip
	Maintaining vehicle in good and clean condition	<ul style="list-style-type: none"> • Daily cleaning of vehicle both inside and outside

	Report any damages that may occur to the vehicle	<ul style="list-style-type: none"> • Report the accident as soon as possible to CEO • Completeness of report • Accuracy of reporting
5.2	Perform any other tasks delegated by the Assistant Secretary	<ul style="list-style-type: none"> • As required • Meet specified timeline
6	Reports Directly to:	<ul style="list-style-type: none"> • Head of Logistics
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	<ul style="list-style-type: none"> • Good analytical skills • Good public relation and networking skills • Ability to travel and work after hours would be an advantage
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Fluent communication skills both in speaking and writing especially in Tongan language
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Willingness to take responsibilities • Hardworking, reliable and cooperative
7.4	Education:	<ul style="list-style-type: none"> • At least attend Secondary School
7.5	Experience:	<ul style="list-style-type: none"> • Must have a valid driving license with proof of having driven for more than 2 years • Good grasp of all Traffic Act and Regulations • Knowledgeable of Public Service Policy
	POSITION COMPETENCIES	
	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it <p>Focuses on benefits and ways of overcoming obstacles.</p>
	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.

	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.
	Teamwork and Collaboration -	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures

	Management/Supervision (where applicable)	➤ Manages resources effectively and efficiently, ensures effective and improved staff performance
	Leadership (where applicable)	<ul style="list-style-type: none"> ➤ Develops and communicates vision and translates these into clear objectives ➤ Builds and sustains a motivated team ➤ Leads by example ➤ Inspires a shared commitment ➤ Articulates a clear vision for the future ➤ Considers the ‘big picture’ and longer term imperatives ➤ Empowers others to take responsibility through a deep sense of commitment and ownership.
	The salary for the position is at Band R of the salary structure for the Tonga Public Service with a minimum of TOP\$7,560 to a maximum TOP\$11,340 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Driver	Name: Vacant Sign: Date :
8.3	Deputy CEO (CSD)	Name: Gladys Fukofuka Sign: Date :
8.4	Chief Executive Officer	Name: Balwyn Fa’otusia Sign: Date :