




<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Property Section, Corporate Services Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Driver
<b>Position Number:</b>	FIN08104311100110005
<b>Reports to:</b>	Property Manager
<b>Band:</b>	R
<b>Salary:</b>	\$7,787 – \$11,680
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>• Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>• Closer public/ private partnership for economic growth</li> <li>• More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>• Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>• Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>• More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>• Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <ol style="list-style-type: none"> <li>1. 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</li> </ol>
<b>Accountabilities / Outcomes</b>	<p><b>Key Result Area</b></p> <ul style="list-style-type: none"> <li>• Deliver correspondences</li> <li>• Provide Transport for staff and Missions</li> </ul> <p><b>Core Duties</b></p> <ul style="list-style-type: none"> <li>• Send and deliver correspondences/messages and make sure that the deliver register is signed by recipient</li> <li>• Provide transport for Ministry's staff; attending meeting overseas and domestic travel</li> <li>• Provide transport for mission team/guests of the Ministry/Government</li> <li>• Complete the log book for the specific vehicle driven</li> <li>• Look after the vehicle e.g check oil and water levels, and tyres, etc</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintaining vehicle in good and clean condition</li> <li>• Report any damages that may occur to the vehicle</li> <li>• Perform any other tasks delegated by the Assistant Secretary</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good analytical skills</li> <li>• Good public relation and networking skills</li> <li>• Ability to travel and work after hours would be an advantage</li> <li>• Fluent communication skills both in speaking and writing especially in Tongan language</li> <li>• Willingness to take responsibilities</li> <li>• Hardworking, reliable and cooperative</li> </ul> <p><b>Desirable:</b></p>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Form 6 PSSC or equivalent of Certificate level 2</li> </ul> <p>Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</p> <p><b>Desirable:</b></p>
<b>Authorised by (sign and date)</b>	
<b>Supervisor</b>	<p>Name: Mrs 'Elenoa F Kava</p> <p>Signature &amp; Date:  20/04/23</p>
<b>Deputy Secretary / HOD</b>	<p>Name: Mrs Gladys Fukofuka</p> <p>Signature &amp; Date:  20/04/23</p>
<b>Acting CEO for Finance</b>	<p>Name: Ms Pisila 'Otunuku</p> <p>Signature &amp; Date:  21/4</p>
<b>Employee</b>	<p>Name: Vacant</p> <p>Signature &amp; Date: .....</p>

