

POST DESCRIPTION			
1	<b>Ministry of Finance &amp; National Planning</b>		
2	<b>Job Title:</b> Driver, Sub-Treasury Ha'apai		
3	<b>Level:</b> 14/13 <b>Band:</b> R	<b>Post Number:</b> 5	<b>Location:</b> Sub-Treasury Ha'apai
4	<p><b><u>Purpose:</u></b></p> <ul style="list-style-type: none"> <li>To drive the Ministry of Finance &amp; National Planning vehicles</li> </ul>		
	<b>Key Result Area</b>		<b>Performance Indicators</b>
	<ul style="list-style-type: none"> <li>Deliver correspondences</li> <li>Provide Transport for staff and Missions</li> </ul>		<ul style="list-style-type: none"> <li>Clean vehicle, Safety, accurately deliver of correspondences and timeliness</li> </ul>
	<b>Core Duties</b>		
5.1	Compile all requests for transport on a daily basis, discuss the plan for the day with the Sub-Treasurer		<ul style="list-style-type: none"> <li>At least 95% of request for transport attended to</li> </ul>
	Send and deliver correspondences/ messages on a daily basis and make sure that the deliver register is signed by recipient		<ul style="list-style-type: none"> <li>At least 95% accurately deliver to the right address</li> <li>At least 95% of correspondences register signed and date</li> </ul>
	Provide transport for Ministry's staff; attending meeting overseas and domestic travel		<ul style="list-style-type: none"> <li>Inform staff of departure time to ensure timely arrival</li> <li>Ready for pick up at least 5 minutes before departure time</li> </ul>
	Provide transport for mission team/guests of the Ministry/Government		<ul style="list-style-type: none"> <li>Wear appropriate attire</li> <li>Inform team/ guest of departure time to ensure timely arrival</li> <li>Ready for pick up at least 5 minutes before departure time</li> </ul>
	Complete the vehicle log book on a daily basis and timely top up of fuel as scheduled		<ul style="list-style-type: none"> <li>At least 95% Accuracy</li> <li>At least 95% completeness</li> </ul>
	Look after the vehicle e.g check oil and water levels, and tyres,etc		<ul style="list-style-type: none"> <li>Complete the checking on a daily basis</li> <li>Weekly status report to Sub-Treasurer</li> </ul>
	Maintaining vehicle in good and clean condition		<ul style="list-style-type: none"> <li>Daily cleaning of vehicle both inside and outside</li> </ul>
	Report any damages that may occur to the vehicle		<ul style="list-style-type: none"> <li>Report the accident as soon as possible to CEO</li> <li>At least 95% Completeness of report</li> <li>At least 95% Accuracy of reporting</li> </ul>
	Take the vehicle for annual service certificate and quarterly license		<ul style="list-style-type: none"> <li>quarterly license obtained one month ahead</li> </ul>

	Perform any other tasks delegated by the Sub-Treasurer	<ul style="list-style-type: none"> <li>• As required</li> <li>• Meet specified timeline</li> </ul>
5.2	<b>Reports Directly to:</b>	Sub-Treasurer Ha'apai
6	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7	Special Skills:	<ul style="list-style-type: none"> <li>• Good communication and analytical skills</li> <li>• Good public relation and networking skills</li> <li>• Ability to travel and work after hours would be an advantage</li> </ul>
7.1	Minimum qualification and work experience	<ul style="list-style-type: none"> <li>• Attended secondary school</li> <li>• Must have a valid driving license with proof of having driven for more than 5 years</li> <li>• Good grasp of all Traffic Act and Regulations</li> <li>• Knowledgeable of Public Service Policy will be an advantage</li> </ul>
8	<b>POSITION COMPETENCIES</b>	
8.1	Change and Innovation	<ul style="list-style-type: none"> <li>➤ Stays informed and actively contributes to change initiatives</li> <li>➤ Looks for ways to demonstrate innovation and initiative in work area</li> <li>➤ Anticipates emerging issues and looks for ways to improve work practices.</li> <li>➤ Takes a big-picture view of change and models a positive, constructive approach to managing it</li> <li>➤ Focuses on benefits and ways of overcoming obstacles.</li> </ul>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> <li>➤ Actively shares information with appropriate people and checks for understanding where necessary</li> <li>➤ Presents clear, courteous and concise oral and written communications</li> <li>➤ Engages positively and persuasively with program stakeholders as appropriate.</li> <li>➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.</li> </ul>
8.3	Integrity / Accountability	<ul style="list-style-type: none"> <li>➤ Seeks to achieve results which are in the best interest of the organization</li> <li>➤ Uses honesty and appropriate disclosure with customers, employees, and management</li> <li>➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action.</li> <li>➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance</li> </ul>
8.4	Results Orientation	<ul style="list-style-type: none"> <li>➤ Delivers high quality results on time</li> <li>➤ Overcomes roadblocks/setbacks to deliver results</li> <li>➤ Identifies problems early and takes appropriate action.</li> <li>➤ Thinks outside of the box to achieve the best results for an internal/external customer.</li> </ul>

8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> <li>➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork.</li> <li>➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily.</li> <li>➤ Is open with other team members about his/her concerns</li> <li>➤ Actively shares information with appropriate people and checks for understanding where required.</li> </ul>
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> <li>➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly;</li> <li>➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends.</li> <li>➤ Treats all clients with respect and cultural awareness</li> </ul>
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> <li>➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization.</li> <li>➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.</li> </ul>
8.8	Building individual capacity	<ul style="list-style-type: none"> <li>➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth</li> </ul>
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> <li>➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions.</li> <li>➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective</li> <li>➤ Embraces and adapts to changing work environment</li> </ul>
8.10	Judgment	<ul style="list-style-type: none"> <li>➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary</li> <li>➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.</li> </ul>
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> <li>➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences</li> <li>➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures</li> </ul>
9	<ul style="list-style-type: none"> <li>➤ The salary is at Band R of the Public Service salary structure with a minimum of \$7,560 to a maximum of \$11,340. Annual increment will be performance based. Entry point will depend on qualification and work experience.</li> </ul>	
10	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
10	Driver	<p><b>Name:</b> Vacant</p> <p><b>Sign:</b> .....</p> <p><b>Date :</b> .....</p>

10.1	Supervisor: Sub- Treasurer Ha'apai	<b>Name:</b> Vacant  <b>Sign:</b> .....  <b>Date:</b> .....
10.2	Head of Division	<b>Name:</b> Mrs Makeleta Siliva  <b>Sign:</b> .....  <b>Date:</b> .....
10.3	Chief Executive Officer for Finance & National Planning	<b>Name:</b> Mrs Balwyn Fa'otusia  <b>Sign:</b> .....  <b>Date:</b> .....