

Ministry:	Ministry of Finance
Division:	Sub-Treasury 'Eua
Location:	'Eua
Job Title:	Diver
Position Number:	FIN08303111100140005
Reports to:	Sub-Treasurer
Band:	R
Salary:	\$8,586 – 12,880
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> • Improved macroeconomic management & stability with deeper financial markets • Closer public/ private partnership for economic growth • More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities • Appropriate decentralization of government administration with better scope for engagement with the public • Improved collaboration with development partners ensuring programs better aligned behind government priorities • More reliable, safe and affordable information and communication technology used in more innovative ways • Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Job Purpose:</p> <p>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.</p>
Accountabilities / Outcomes	<p>Key Result Area</p> <ul style="list-style-type: none"> • Deliver correspondences • Provide Transport for staff and Missions <p>Core Duties</p> <ul style="list-style-type: none"> • Send and deliver correspondences/messages and make sure that the delivery register is signed by recipient • Provide transport for Ministry's staff; attending meeting etc. • Provide transport for mission team/guests of the Ministry/Government • Complete the log book for the specific vehicle driven • Look after the vehicle e.g. check oil and water levels, and tyres etc. • Maintaining vehicle in good and clean condition

	<ul style="list-style-type: none"> • Report any damages that may occur to the vehicle • Perform any other tasks delegated by the Supervisors
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <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 • Fluent communication skills both in speaking and writing especially in Tongan language • Willingness to take responsibilities • Hardworking, reliable and cooperative <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <p>*Exceptions: Driver (Evidence of Secondary School level; valid driver's license with clean driving record for the past three (3) years)</p> <p>Desirable:</p>
Authorised by (sign and date)	
Supervisor	<p>Name: Mr. Siosifa Lakalaka</p> <p>Signature & Date:.....</p>
Deputy Secretary / HOD	<p>Name: Mrs. Makeleta T Siliva</p> <p>Signature & Date:</p>
CEO	<p>Name: Ms. Kilisitina Tuamei'api</p> <p>Signature & Date:</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:.....</p>