

Ministry:	Ministry of Finance
Division:	Property Management Section, Corporate Services Division
Location:	SGGB, Nuku'alofa
Job Title:	VIP Driver
Position Number:	FIN081053111001100010
Reports to:	Head of Property Management Section
Band:	Q
Salary:	\$9,540 – 14,309
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>To drive for the Hon Minister and/or Chief Executive Officer for Ministry of Finance.</p>
Accountabilities / Outcomes	<ol style="list-style-type: none"> 1. Driver for the Hon Minister for Finance/CEO and other senior officials. 2. Deliver correspondences for office of the Hon Minister for Finance and Leadership Division. 3. Send and deliver correspondences/messages and make sure that the deliver register is signed by recipient 5. Attend to Overseas/Domestic Travel of the Hon Minister for Finance 6. Check the MOF mail box. 7. Update all travel records in the log book 8. Monitor the fuel order weekly 9. Look after the vehicles e.g., fuel, check oil and water levels, and tyres, etc. 10. Maintaining vehicle in good and clean condition 11. Assist in driving for other staff and Office works when required. 12. Perform any other tasks delegated by the CEO and HOD of Leadership.

Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • Form 5 TSC or equivalent of Certificate level 1 <p>*exceptions: Cleaners, Caretakers, Groundskeepers, Handymen, Watchmen, Laundry Assistants (basic literacy and numeracy skills will be required in the absence of secondary school).</p> <p>Desirable:</p>
Authorised by (sign and date)	
Deputy Secretary / HOD	<p>Name: Mrs Gladys Fukofuka</p> <p>Signature & Date: <i>Gladys Fukofuka</i> 12/06/2026</p>
Acting CEO	<p>Name: Mr Sione Vave Faleafa</p> <p>Signature & Date: <i>Sione V. Faleafa</i></p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>

