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| **POSITION TITLE**: | **DRIVER -HOS** |
| **DIVISION:** | Head of State |
| **MINISTRY**: | Ministry of the Prime Minister & Cabinet |
| **SALARY GRADE**: | A03/ |
| **POSITION CODE**: | PM000684 |
| **LOCATION:** | Level 4, FMFMII Building, Apia, Samoa |
| **RESPONSIBLE TO:** | First Secretary to the Head of State |
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| **Overview of the Ministry:** |
| The Ministry of the Prime Minister and Cabinet operates at the centre of the Executive Government and aims to take a leading role in providing quality advice and service to the Prime Minister and Cabinet to promote good governance, policy coordination and implementation in-line with national strategic goals. It is responsible for:   * Providing administrative and secretariat support services to the Office of the Head of State, Council of Deputies, the Office of the Prime Minster and Cabinet; * Providing high quality advice to the Prime Minister and Cabinet; * Coordinating and monitoring the implementation of Cabinet decisions; * Protecting Samoa’s borders and promoting economic development; * Promoting transparency through accurate and timely dissemination of government information. |
| **Purpose of the position:** |
| Report to the First Secretary to the Head of State in looking after Ministry’s vehicles to ensure safety and efficient provision of transport services to staff. |
| **Key relationships:** |
| * Cabinet * Government Ministries * Public Bodies * Private Sector * General public and local communities |

**Key Responsibilities:**

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| **Key Areas of Responsibility** | **Deliverables / Performance Expectations** |
| *Transportation Services* | * Drive allocated office vehicles for delivery of office mails and transportation of office staff to meetings, inspections, and other approved destinations |
| * Prompt delivery of office mails to and from delivery destinations |
| *Vehicle maintenance and safeguarding* | * Ensure allocated office vehicle is secured and safeguarded from damage |
| * Ensure cleanliness and safety of office vehicle at all times |
| * Perform simple vehicle maintenance (regular servicing, cleaning, tyre repairs, etc.) |
| *Reporting* | * Immediate reporting of accident involving office vehicle to the Assistant CEO, Corporate Services through the Senior Assets Management Officer. |
| * Report on a regular basis to the Assistant CEO, Corporate Services through the Senior Assets Management Officer issues related to Ministry vehicle and other related matters that need attention. |
| * Record all trips on the Ministry vehicle running sheet and submit them to the Senior Assets Management Officer by the end of the week for analysis purpose and Ministry records. |
| *Other Supporting Work* | * Perform basic Samoan cultural practices during programs/events coordinated by the Ministry * Assist with any operational work coordinated by the Head of State Division |

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| **MERIT** | **Job Competencies** | **Descriptors** |
| Skills & Abilities | *Communication skills* | * Ability to communicate and write in both Samoan and English |
| *Public Relation Skills* | * Must have excellent public relation skills in terms of basic Samoan cultural practices. |
| Personal Attributes | *Commitment & Drive* | * Ability to suggest changes and new ideas to improve vehicle systems and processes * Ability to work after normal working hours when required |
| *Teamwork* | * An active team member who can work as part of a team |
| *SPS Values* | * Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness. |
| Experience | *As per Job Requirement* | * Three (3) years of driving work experience * Excellent knowledge of road/traffic rules * Have basic mechanical knowledge |
| Past Work Performance |  | * Proven track record of performance in previous employment through declared referees/references. |
| Qualification | *As per job requirement* | * Minimum qualification of School Certificate * Defensive Driving Certificate * Valid Driver’s license and Clean Police Record |