



(PNG UNIVERSITY OF NATURAL RESOURESE &amp; ENVIRONMENT)

**JOB DESCRIPTION**

		<b>POS. NO</b> <b>UNRE TS 006/008</b>
<b>DEPARTMENT</b> PNG University of Natural Resources & Environment	<b>DESIGNATION/CLASSIFICATION</b> DRIVER	
<b>OFFICE/AGENCY</b> Registry	<b>LOCAL DESIGNATION</b> Driver	
<b>DIVISION</b> <i>Planning</i>	<b>HIGHEST SUBORDINATE</b> Driver	<b>POS. NO</b>
<b>BRANCH</b> Administration	<b>IMMEDIATE SUPERVISOR</b> Transport Supervisor	
<b>SECTION</b> Estates & Services - Transport	<b>LOCATION</b> ENB Campus	

**HISTORY OF POSITION(Obtain from council decision records or DPM instruction/correspondences)**

<b>UNRE FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
SCMC –VUDAL/95	12/12/1995	
SCMC – VUDAL/00	10/06/2000	RE-STRUCTURE/REORGANIZATIO
<b>SCMC –UNRE/05</b>	<b>21/07/2005</b>	<b>RE-STRUCTURE/REORGANITION</b>

**1. PURPOSE**

This position will be responsible to provide all driving services for the University staff, students and clients/visitors.

**2. ACCOUNTABILITIES (for improvement, provide a given service on time)**

- Timely attention to driving duties.
- Effective and efficient administration of vehicle movements.
- Ensure vehicles are well taken care of.
- Efficient and reliable maintenance of school vehicles.
- Timely advices from the Transport Supervisors and Estates & Services Manager.

### **3. MAJOR DUTIES**

- Drive daily upon allocations of University/Department/Sections booking.
- Drive safely transporting either cargo or staffs, students, or clients/visitors from one location to another.
- Safety check on vehicle before and after driving.
- Provide timely report to Transport Supervisor and Estates & Services Manager on any accident, damage or mechanical problem arises to the University vehicle.
- Follow traffic laws and correctly route themselves, ensuring that there is always enough fuel in the tank for their destination.
- Clean the vehicle before and after use.

### **4. POSITION AND PERSON SPECIFICATIONS**

#### **(a) QUALIFICATIONS**

- Current Grade Six/three Driver's License.
- Grade 10/12 Certificate

#### **(b) KNOWLEDGE (Policies/legislations/system/process)**

- PS General Order
- UNRE Act
- UNRE Statute
- Traffic Laws and safety rules

#### **(c) SKILLS (Know how/ability/qualities)**

- Knowledge of vehicle ranges
- Has some basic knowledge of mechanical skills
- Has good public relations
- He should be skilled enough to handle any situation on the road.
- Self-Discipline
- Must know how to speak English.
- Be Sober
- Honest
- Patience
- Alertness
- Be responsible and presentable.
- Can be able to work late and during weekends when required.

#### **(d) WORK EXPERIENCE**

- Five (5) years work experience in driving.