



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000012	REF. NO: NSO 19
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: DRIVER Grade 07	
DIVISION: ECONOMICS DIVISION	LOCAL DESIGNATION: DRIVER – ESD	
BRANCH:	REPORTING TO: DEPUTY NATIONAL STATISTICIAN	SYS. POS. NO: 0260000010
SECTION:	LOCATION: WAIGANI	REF. NO: NSO 17

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	07/12/2011	STRUCTURE
	14/12/2015	REDES/RECLASS
	20/04/2018	STRUCTURE APPROVED
	11/05/2020	IMPLEMENT STRUCTURE

2. PURPOSE

Carry out Official Driving duties for the Deputy National Statistician and provide support services to the Office of the Economic Statistics Division

3. DIMENSIONS

The Driver will be responsible to perform official driving duties and administrative support for the Deputy National Statistician and to the Office of the National Statistician

4. PRINCIPLE ACCOUNTABILITIES

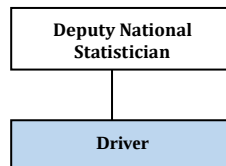
Efficiency and reliability of services.

5. MAJOR DUTIES

- Provides driving duties for the Deputy National Statistician – ESD.
- Check to ensure to fuel, car registration and tyres are in condition.
- Provide driving for other divisions as and when required.
- Ensure that the Deputy National Statistician is to be picked up and dropped off on duty travel.
- Provides runs for the administrative services on administrative matters.
- Is and when required to perform driving duties for the Deputy National Statistician after official hours
- Carryout duties as directed, consistent with those above.
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6. NATURE AND SCOPE

The position is the official driver for the Economics Division and is responsible to the Deputy National Statistician. The position will ensure that all official driving matters of the Deputy National Statistician are delivered in a timely manner and may provide driving assistance to the other divisions of the organization as and when required.



6.1 WORKING AND WORKING RELATIONSHIP

(a) Internal - Reports to the Deputy National Statistician -ESD

(b) External – As and when required

6.2 WORK ENVIRONMENT

The position is located in Waigani but requires some visits to the provinces and agencies on matters regarding Deputy National Statistician's visits and may act as an envoy to the NSO party

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position will ensure that the Deputy National Statistician's Official Vehicle is well maintained in running conditions and kept tidy at all times

8. CHALLENGES

- The effective maintenance of the Official vehicle

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Successful completion of a test prescribed or approved by the Police and Transport Departments.

Must possess a Current PNG Class 6 drivers licence

(b) Knowledge

- Road rules
- Traffic regulations
- Public Road Safety

(c) Skills

- ✓Public Relations
- ✓Inter-personal
- ✓Defensive driving skills
- ✓Be able to work in a team to initiate, plan and organize own work to meet deadlines
- ✓Application of public service systems and processes

(d) Work Experience:

A minimum ten (10) years driving experience.