



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL PLANNING & MONITORING		SYS. POSN. NO: 0260000039	REF. NO: NSO 78
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: DRIVER, GRADE 07		
DIVISION: POPULATION & SOCIAL STATISTICS	LOCAL DESIGNATION:		
BRANCH:	REPORTING TO: DEPUTY NATIONAL STATISTICIAN	SYS. POS. NO: 02600000037	REF. NO: NSO 76
SECTION:	LOCATION: PORT MORESBY		

HISTORY OF POSITION

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

2. PURPOSE

The position's role will be to perform driving duties to the Deputy National Statistician of Population and Social Statistics Division including other three Managers within the division to support to the daily operations of the division.

3. DIMENSIONS

The driver of the Population and Social Statistics Division is responsible to the Deputy National Statistician and will ensure that all driving tasks and other related requirements for the division are implemented as required. This also includes maintenance and cleanliness of divisional vehicles.

4. PRINCIPLE ACCOUNTABILITIES

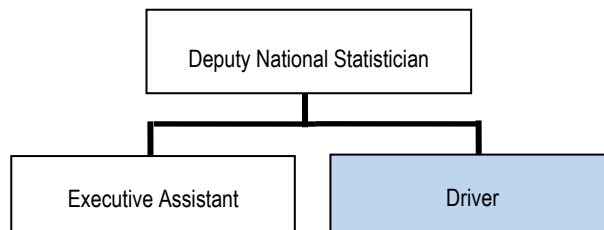
The position will be responsible for all the driving requirements for the division including the maintenance and cleanliness of divisional vehicles.

5. MAJOR DUTIES

- 5.1 Carry out driving duties for the Deputy National Statistician for Population & Social Statistics Division and other senior managers in the division.
- 5.2 Ensure registration, safety stickers of divisional vehicles are valid
- 5.3 Maintain and clean divisional vehicles
- 5.4 Performs other functions and duties as may be assigned from time to time.

6. NATURE AND SCOPE

The position is within the Population & Social Statistics Division and reports directly to Deputy National Statistician to perform driving duties. The position is one of the two positions that support the Deputy National Statistician, Population & Social Statistics Division.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Deputy National Statistician.
- Support the three Managers, Research & Development, Social & Vital Statistics and Migration in driving duties
- Maintenance and up keeping of divisional vehicles

(b) External

- As and when required

6.2 WORK ENVIRONMENT

The position plays a supporting role to the division to ensure all driving requirements for the division is carried out.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position supports the daily logistics and driving requirements for the Deputy National Statistician ensuring vehicle support at hand and maintenance of official and/or support vehicle.

8. CHALLENGES

- The economic cost of maintaining divisional vehicles to ensure the division has support vehicles at all times.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Successful completion of driving course approved by the Police and Transport Department.

(b) Knowledge

- Basic knowledge on vehicle maintenance and up keeping
- Basic road and safety rules

(c) Skills

Safe driving skills, sober, honest and reliable person

(d) Work Experience

- At least five (5) years of experience in driving work with no previous records of accident.
- Holder of PNG and PTB Driving Licenses