



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 026000087	REF. NO: NSO 142
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: DRIVER Grade 06	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: DRIVER	
BRANCH:	REPORTING TO: DEPUTY NATIONAL STATISTICIAN	SYS. POS. NO: 026000085
		REF. NO: NSO 140
SECTION:	LOCATION: PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	07/12/2011	Reclassified
	14/12/2015	Renumbered/Reclassified

2. PURPOSE

Carry out Official Driving duties for the Deputy National Statistician and provide support services to the Corporate Services division.

3. DIMENSIONS

The Driver will be responsible to perform official driving duties and administrative support for the Deputy National Statistician and to the Corporate Services Division

4. PRINCIPLE ACCOUNTABILITIES

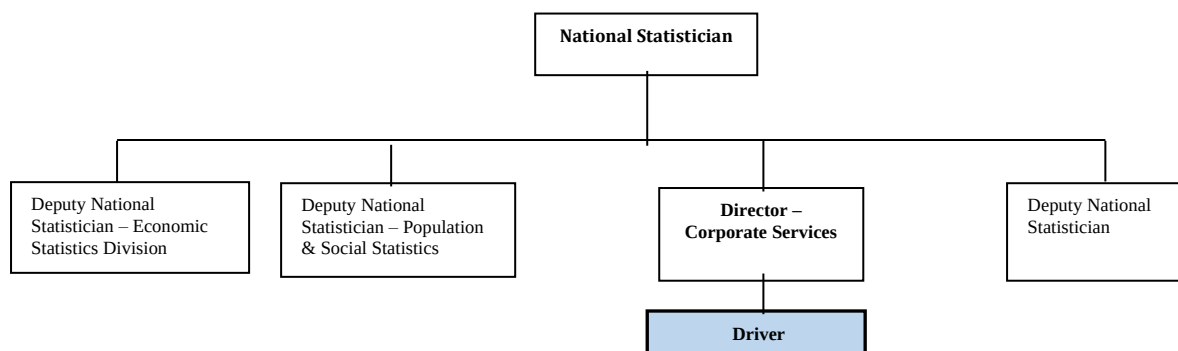
Efficiency and reliability of services.

5. MAJOR DUTIES

- Responsible for safe driving duties for the Deputy National Statistician.
- Checks to ensure the vehicle is refueled, car registration is proper 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 corporate services division.
- Is and when required to perform driving duties for the Deputy National Statistician after official hours
- Carryout duties as directed, consistent with those above.

6. NATURE AND SCOPE

The position is the official driver for the Office of the National Statistician and is responsible to the National Statistician. The position will ensure that all official driving matters of the 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
- (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 Support Services NSO 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 Official Vehicle is well maintained 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 (5) years driving experience.