

**PAPUA NEW GUINEA CUSTOMS SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: PNG CUSTOMS SERVICE	SYS. POSN. NO: 	REF. NO: CUIF 026
	DESIGNATION/CLASSIFICATION: DRIVER CUS 05	
WING: EXECUTIVE	LOCAL DESIGNATION: DRIVER	
DIVISION: INTERNAL AFFAIRS	REPORTING TO: REF. NO: DIRECTOR INTERNAL AFFAIRS	SYS. POS. NO:
SECTION: INTERNAL AFFAIRS	LOCATION: PORT MORESBY	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	Restructure

2. PURPOSE

Action verb:	To undertake
Object (What):	Driving
Result (Why):	Provide support and logistics through driving

3. DIMENSIONS

Staff	The position reports to Director Trade
Task	Provision of driving assistance and administrative assistance for Air Freight Office

4. PRINCIPLE ACCOUNTABILITIES

1	To provide and take driving support to ensure that the day to day activities of the Internal Affairs division.
2	Assist with daily driving activities
3	To conduct basic inspection report on the mechanics of the vehicle allocated

5. MAJOR DUTIES

- Provide logistics support to staff

- Basic safety check on vehicle, including and mechanical fault
- Able to service the vehicle allocated

6. NATURE AND SCOPE

The scope of the job is to

- Driving, also assist other official drivers where necessary

6.1 WORKING RELATIONSHIP

(a) Internal

(Explains job relativity internally)

Staff	Staff will request drivers assistance via the managers
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(b) External

(Explains job relativity externally)

N/A	
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6.2 WORK ENVIRONMENT

(This explains the background of the position whether it is statutory, specialist, technical or administrative- which sets the scene).

Driver is a specialist position as the main duties involves driving only.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures: All official runs to be informed and supervisor to monitor

Decision: All decisions ought to be made by the immediate supervisor before any runs for the days are done by the driver

Recommendations: Position Holder to ensure that driving duties are performed with honesty

8. CHALLENGES

Making sure to keep the vehicle clean at all times and seek permission when trying to do personal runs

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

- (a) **Qualifications – Grade 12 or Diploma with 3 years with clean driving experience, preferable someone with mechanical or fittest and machinist.**

- (b) **Knowledge** – Must have values of honesty and reliability and ability to drive long hours
- (c) **Skills** – Demonstrate a proven ability to communicate effectively in written and spoken English
- (d) **Work Experience** – Have been employed as a driver for more than 3 years
- (e) **Desirable** – Good knowledge of Traffic rules and Regulations.