



## PARLIAMENTARY SERVICE JOB DESCRIPTION

### 1. IDENTIFICATION

	POSITION NUMBER: <b>BMS 054</b>
DEPARTMENT: <b>Parliamentary Service</b>	DESIGNATION/CLASSIFICATION: <b>Driver, NP03</b>
DIVISION: <b>Parliamentary Corporate &amp; Support Service</b>	LOCAL DESIGNATION: <b>Driver</b>
BRANCH: <b>Building &amp; Maintenance &amp; Technical Services</b>	REPORTING TO: <b>Senior Driver</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

### HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished/Created

*Now*  
*28/03/19*

### 2. PURPOSE:

Perform as Driver with the Transport Section within the Building and Maintenance Division to provide driving for Parliamentary Services

### 3. DIMENSION:

**Budget:** NA  
**Staff:** NA  
**Others:** NA

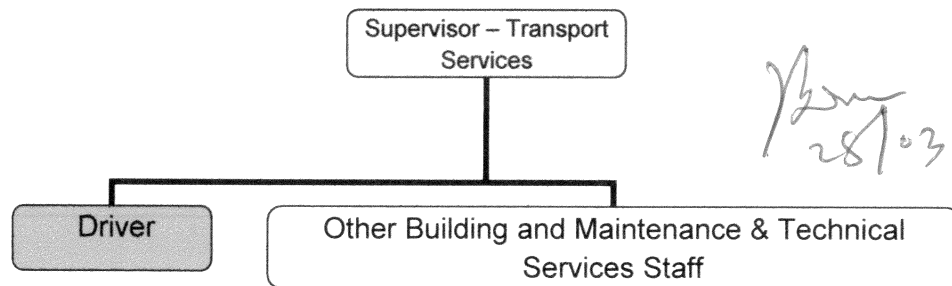
### 4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

- Check oil and water of vehicles every morning before driving.
- Wash, clean, vacuum and Refuel vehicles.
- Assist Parliamentary services staff doing official runs.
- Drive for the Directors or the Executive Directors if required to.
- Assist with staff working after hours.
- Do normal morning pick up and afternoon drop off of Parliamentary Services staff at the designated bus stops.
- Do protocol runs
- Be able to communicate on the two way radio
- Attend to any request from the Director - Building and Maintenance & Technical Services, other Directors and/or the Executive Directors

## 5. NATURE AND SCOPE:

### 5.1 Reporting Relationship

This position reports to the Senior Driver and the incumbent works laterally with the staff within to ensure that the services provided meets the expectation of the organization. The reporting relationship is shown in this graphical form hereunder.



### 5.2 Internal:

- Drive for Parliamentary Services.
- Drive for Directors or the Executive Directors if required
- Assist Parliamentary Services staff, Members of Parliament and their staff

### 5.3 External: NA

### 5.4 Work Environment

This position is a Driver position in the Transport section within the Building and Maintenance & Technical Services Division of the Parliament and the incumbent for this position must be reliable and has sober habits. It is vital that the incumbent must possess high quality of professional conduct.

### 5.5 Constraints Framework and Boundaries

#### Rules/Procedures etc:

- Understand traffic rules and safety regulations
- Have current driver's License
- Of sober habits

**Decisions: NA**

**Recommendations: NA**

### 5.6 Challenges

- Deliver high standard Transport Service.
- Keep the vehicles clean inside and outside
- Obeying traffic rules and avoiding road accidents

## 6. QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS

### 6.1 Qualification

- A Graduate with grade 10 or higher certificate

### 6.2 Experience

- 3 - 5 years driving experience in other reputable organizations is highly regarded.

### 6.3 Knowledge

- Excellent knowledge of all vehicles
- Minor Vehicle problems

### 6.4 Skills

- Language skills
- Work under minimum supervision

## 7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

-----  
Signature  
Employer (or its delegate)

-----  
Signature  
Employee

-----  
Date

-----  
Date

*[Handwritten Signature]*  
28/03/19