

## Government of Tuvalu – Job Description



<b>Position Title:</b>	Driver / Messenger (MHERD)	
<b>Level and Salary:</b>	S1-S3	\$10,887 to \$15,447
<b>Ministry and Department:</b>	Education and Human Resource Development	Headquarter
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Assistant Secretary	

### JOB PURPOSE:

A government driver is responsible for safely and efficiently operating government-owned vehicles to transport personnel, officials, and goods as needed. This role plays a crucial part in supporting the daily operations of government agencies and ensuring the safety and security of passengers and cargo

### KEY RESPONSIBILITIES:

1. Safe Vehicle Operation.
2. Transportation of passengers and Officials and cargoes.
3. Maintenance and Reporting.
4. Security and protocol.
5. Communication.

### MAIN DUTIES AND OUTCOMES:

- 1.1 Operate government-owned vehicles, such as cars, vans, or buses, in compliance with all relevant traffic laws, regulations, and government policies.
- 1.2 Maintain cleanliness and orderliness of the assigned vehicle.
- 1.3 Conduct routine vehicle inspections to ensure roadworthiness and safety.
- 2.1 Transport government personnel, officials, and visitors to various destinations, including government offices, ports, meetings, and official events.
- 3.1 Regular checking and maintenance of vehicles and report to supervisor for any damaged.
- 3.2 Daily log in in the vehicle log book and submit to supervisors on a weekly basis.
- 3.3 Ensure that the vehicle is fuel accordingly.
- 4.1 Ensure the safety and comfort of passengers during transit.
- 4.2 Follow established routes or directions provided by supervisors.
- 4.3 Safely transport government documents, equipment, and supplies as required.
- 4.4 Ensure the proper securing and handling of cargo to prevent damage or loss.
- 5.1 Report any vehicle malfunctions or damage immediately to the appropriate authorities

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## **MANDATORY REQUIREMENTS:**

1. Driver's License - Possession of a valid and appropriate driver's license for the class of vehicles being operated.
2. Clean Driving Record - A clean driving record with no major traffic violations or accidents.
3. Experience - Previous experience as a driver, preferably with experience driving government vehicles.
4. Familiarity with local traffic laws and routes, as well as a basic understanding of vehicle maintenance.
5. Professional demeanor, punctuality, and the ability to maintain confidentiality and discretion.
6. Adequate physical fitness to perform the duties of the job, including the ability to lift and carry moderate loads.
7. Willingness to adhere to government policies, including security protocols and transportation guidelines

## **DESIRABLE REQUIREMENTS:**

Ability to work well with other staff

Ability to work under the pressure and time constraints.

Ability to take directions.

Punctual and well presented in the workplace.

Able to communicate in both English and Tuvaluan.