

Tuvalu Government – Job Description



Position Title:	Parliamentary Driver	
Level and Salary:	S1-S3	
Ministry and Department:	Office of the Prime Minister	Parliament Office
Location:	Funafuti	
Reports to:	Assistant Clerk to Parliament	

JOB PURPOSE:

Responsible for providing safe, reliable, and efficient driving services for Members of Parliament, the Speaker, parliament secretariat, and official guests, while ensuring proper care, maintenance, and security of all parliamentary vehicles.

KEY RESPONSIBILITIES:

1. Provide professional driving services for Parliament.
2. Ensure proper maintenance and cleanliness of parliamentary vehicles.
3. Support the effective functioning of parliamentary operations.
4. Maintain accurate vehicle and duty records.
5. Perform additional duties as requested by the Parliamentary Secretariat.

MAIN DUTIES AND OUTCOMES:

- 1.1 Transport Members of Parliament, the Speaker, the secretariat, and official visitors safely and on time.
- 1.2 Ensure all driving is carried out in compliance with road safety laws and government regulations.
- 1.3 Assist with official parliamentary functions, meetings, and delegations.

- 2.1 Conduct daily vehicle checks (fuel, oil, water, tyres, brakes, lights).
- 2.2 Maintain the cleanliness of the vehicle (interior and exterior).
- 2.3 Report mechanical issues promptly and arrange servicing when required.

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- 2.4 Keep basic knowledge of vehicle troubleshooting and emergency repairs.
- 3.1 Maintain a logbook of daily trips, fuel consumption, mileage, and servicing schedules.
- 3.2 Safeguard parliamentary property and ensure vehicle security at all times.
- 3.3 Assist with minor office duties, delivery tasks, and logistical support when not driving.
- 4.1 Uphold confidentiality regarding all parliamentary matters.
- 4.2 Demonstrate punctuality, professionalism, and respect toward MPs and officials.
- 4.3 Follow all Government and Parliamentary policies, guidelines, and ethical standards.
- 5.1 Assist during parliamentary sessions, events, state visits, and official ceremonies.
- 5.2 Perform duties assigned by the Clerk or Senior Administrative Officer as needed.

MANDATORY REQUIREMENTS:

Qualification / Experience

- 1. At least Form 5 or equivalent level of education.
- 2. Minimum of three (4) years' proven work experience as a driver.
- 3. Valid Tuvalu Driver's License (appropriate class).
- 4. Fair knowledge of vehicle maintenance, basic repairs, and safety checks.

DESIRABLE REQUIREMENTS:

- 1. Good communication skills in Tuvaluan and English.
- 2. Excellent understanding of road safety standards and traffic regulations.
- 3. Ability to maintain confidentiality and demonstrate professional conduct.
- 4. Good time management and reliability.
- 5. Ability to work flexible hours, including weekends and evenings when Parliament is in session.
- 6. Ability to work cooperatively with MPs, officials, and the public.