

Tuvalu Government – Job Description



Position Title:	Driver	
Level and Salary (P/L):	S1 – S3	\$10,887 - \$15,447
Ministry and Division:	MHACCE	
Location:	Funafuti	
Reports to:	Assistant Secretary	

JOB PURPOSE: (a short 1-2-line summary of the job)

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

KEY RESPONSIBILITIES:

1. Safe Vehicle Operation
2. Transportation of passengers and officials
3. Cargo transport
4. Maintenance and Reporting
5. Security and protocol

MAIN DUTIES AND OUTCOMES:

- 1.1 Operate government owned vehicles, such as cars, vans or buses in compliance with relevant traffic laws, regulations and government policies
- 1.2 Conduct routine vehicle inspections to ensure roadworthiness and safety
- 1.3 Maintain cleanliness and orderliness of the assigned vehicle
- 2.1. Transport government personnel, officials and visitors to various destinations, including government offices, ports, meetings and official events
- 2.2. Ensure the safety and comfort of passengers during transit
- 2.3. Follow established routes or direction provided by supervisors
- 3.1 Safely transport government documents, equipment and supplies as required
- 3.2 Ensure the proper securing and handling of cargo to prevent damage or loss
- 4.1 Report any vehicle malfunctions or damage immediately to the appropriate authorities
- 4.2 Keep accurate record of vehicle maintenance, fuel consumption and mileage

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Follow government procedures for maintenance and repair

- 5.1 Adhere to security protocols, including passenger's identification checks when required
- 5.2 Maintain confidentiality and discretion regarding the nature of official trips and passenger
- 5.3 Familiarize oneself with the specific security and protocol requirement of the government agency

- 6.1 Maintain effective communication with government agency personnel and supervisors
- 6.2 Report delays, route changes or emergencies promptly
- 6.3 Assist passengers with loading and unloading luggage or equipment, if necessary

MANDATORY REQUIREMENTS:

- 1. Driver's license – possession of a valid and appropriate drivers licenses for the class of vehicle 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. Familiarize with local traffic laws and routes, as well as a basic understanding of vehicles 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

IMPORTANT NOTICE

Applicants through their application **MUST**;

- 1. Address all qualifications requirements of the job description
- 2. Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job
- 3. The response in each case in (i) must reflect information in the CV and the job applicant check list

It is expected that officers recognize the cross-cutting nature of gender issues, the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives