



MINISTRY OF EDUCATION, SPORTS & CULTURE
MATĀGALUEGA O Ā'OGA, TA'ALOGA MA AGANU'U

Position Title	DRIVER-Main Office
Position Code	EC000915
Supervisor Code	EC000027
Reports to:	Assistant Chief Executive Officer-Corporate Service Division
Immediate Supervisor:	Principal HR/Payroll Officer
Division:	Corporate Services Division
Location:	MESC Main Office
Salary Grade	A03/A05 \$7,453 /\$9,172p.a.max

PRIMARY OBJECTIVE

To assist in the effective and efficient provision of all transport service and administrative support to all MESC staff and stakeholders

KEY RESPONSIBILITIES

PERFORM GENERAL AND PREVENTATIVE MAINTENANCE TO ENSURE MESC VEHICLES OPERATE AND RUN SMOOTHLY ON DAILY OPERATIONS

- Carry out routine checks on vehicles and ensure vehicles are ready and in good condition for use at all times
- Check tires, engines and seatbelts to ensure that they are in good working order
- Make-certain that the vehicle's fluids are at optimal levels
- Clean car seats, rugs, dashboards and mats on a daily basis
- Take vehicle to washing areas or wash them according to specific instructions
- Driver (he/she) must be very much trained.
- Moreover, he/she ought to be a skilled driver and must have the necessary authorization to drive
- He/she should have good knowledge of road safety and traffic laws and regulations.

MAIL DELIVERY DUTIES

- Operates assigned vehicle in a courteous and safe manner
- Pick and drop ministry staff from /to desired destinations
- Distribution of office official mail to schools every week.
- Responsible to deliver office mail runs on a daily basis
- Assist in loading and unloading packages on trucks and vans



MINISTRY OF EDUCATION, SPORTS & CULTURE
 MATĀGALUEGA O Ā'OGA, TA'ALOGA MA AGANU'U

REPORTING AND ADMINISTRATIVE TASKS

- Keep and complete a Daily Log Mileage Sheet to record areas travelled to, travel time, and work hours
- Report any case of accident, injury or damage of vehicles to the supervisor or manager
- Submit Daily Mileage Log Sheet to the Senior Administration Officer
- Responsible to report vehicle defaults and parts which needs repairs and maintenance to the Senior Administration Officer
- He/she should have the skills and ability to write reports or note down destination and routes taken during travelling time

To effectively and efficiently perform in this role, you must possess/demonstrate the following competencies:

SKILLS & ABILITIES	Problem Solving	<ul style="list-style-type: none"> • Demonstrate basic problem solving techniques and common sense approach in problematic matters • Understands and explain in a logical manner actions taken when dealing with a common problem • Undertake operational tasks and being able to resolve on the spot basic issues on operations or administration
	Building Relationships	<ul style="list-style-type: none"> • Client focused, understands, facilitates and commit to effective service delivery • Support and sustains relationships within the organization and across the public service • Support team work and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale • Promotes the purpose of the organization through networking and reciprocal sharing of authorized information with clients and the wider public.
	Achieving and Delivering results	<ul style="list-style-type: none"> • Understands the organisation's direction, through the implementation of set work tasks towards the achievement of divisional objectives • Shows willingness to perform given tasks and to motivate others in the timely delivery of work results
	Communication and Presentation skills	<ul style="list-style-type: none"> • Communicates clearly in written and verbal • Conveys and reports basic information on operational requirements and related issues • Being able to apply logic to support and solve



MINISTRY OF EDUCATION, SPORTS & CULTURE
 MATĀGALUEGA O Ā'OGA, TA'ALOGA MA AGANU'U

		common issues in relation to assigned task
PERSONAL ATTRIBUTES	Commitment and personal drive	<ul style="list-style-type: none"> • Work effortlessly in any circumstances. • Committed to the work, team and organization by cooperating in team activities and valuing the input of staff at every level. • Work together to achieve a common purpose.
	Integrity	<ul style="list-style-type: none"> • Acts with integrity at all times • Demonstrates transparency in work operations and being able to explain own actions • Role models professionalism, and objectivity in approach to sensitive matters. • Present and discloses authorised information where needed.
	SPS Values	<ul style="list-style-type: none"> • Familiar with the Code of Conduct. • Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness
EXPERIENCE	Experience, Knowledge and Past Work Performance	<ul style="list-style-type: none"> • At least two (2) years of proven work experience in Driving • Must hold a valid driver's license with clean driving record. Provide police report.
QUALIFICATION	Formal Qualification	<ul style="list-style-type: none"> • Minimum pass of a SC/SSLC Certificate in English and Samoan.