



PS FORM 6-JOB DESCRIPTION

NATIONAL PARLIAMENT OF SOLOMON ISLANDS

1. **Post Number:** 279-00064
2. **Post Title:** Driver
3. **Level:** 2
4. **Responsible to:** Leader of Opposition
5. **Scope of Duties:**

The Constitution of the Solomon Islands confers on the Parliament the power and responsibility to make laws for the peace, order and good government of the Solomon Islands. Members of Parliament are democratically elected every 4 years to represent one of the 50 seats that make up the single House of the National Parliament. The role of the National Parliament is to make laws, represent constituents and to scrutinize government action including expenditure of public funds.

The purpose of the position is to provide reliable and courteous transportation service to members and staff with safety a top priority and ensuring high accuracy of work. The Driver also is required to demonstrate a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

6. **Duties:**

The officer will be required to:

- a) Operate and maintain transportation vehicles with a focus on safety and customer courtesy.
- b) Perform daily pre-trip and post-trip vehicle inspections.
- c) Conduct minor maintenance tasks on the vehicles when necessary.
- d) Fueling the assigned vehicle(s).
- e) Coordinate the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions;
- f) Maintain accurate, up-to-date records on trip sheets, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested from management;
- g) Assist passengers, including persons with disabilities, in and out of the vehicle;
- h) Keep the assigned vehicle(s) clean inside and outside;

- i) Perform other duties as may be directed by the Leader Of Opposition from time to time.

7. Selection Criteria – Qualifications and Experience

(a) Qualifications

(b) Experience

Applicants should be able to demonstrate:

1. Demonstrated ability to undertake a range of administrative duties to support the efficient functioning of the Office of the Leader of Opposition, National Parliament in a confidential and diplomatic manner.
2. Proven experience in the provision of customer and/or hospitality service.
3. Good organizational and time management skills.
4. Well developed communication, interpersonal and problem solving skills and an ability to use initiative in a range of situations as required.
5. The ability to work independently and to tight deadlines.
6. High standards of integrity and the ability to handle confidential matters.

8. Terms and Conditions

- a) Salary - Level 2 \$350.01 - \$415.41 per fortnight
- b) Salary - Level 2 \$9,100.34 – 10,800.59 per annum
- c) Annual Leave 36 days per annum
- d) Other conditions of service as stipulated in the Agreement of Service on appointment.