

POSITION DESCRIPTION

Department of Provincial Local Government Affairs

AM3698 - Project Driver

The **Department of Provincial Local Government Affairs (DPLGA)** is a National Department of the Government of Papua New Guinea and is a member of the Central Agency Coordinating Committee (CACC) which coordinates the implementation of National Government Policies.

The **Rural Service Delivery Project (RSDP)** is a 5 year Project implemented by the Government of Papua New Guinea, financed by the World bank through a Credit IDA # PG6076 and the Australian Department of Foreign Affairs and Trade through a Grant.

The positions advertised below are based in the **Project Management Unit**, in Port Moresby and **DPLGA** invites applications from highly motivated individuals.

Project Driver

This role reports to the Project Manager.

Key Responsibilities:

- Performing all the driving required by the Project Management Unit both within Port Moresby and other project sites within Central Province
- Assist Administrative Assistant with photocopying, collecting quotes and mail runs
- Assist Finance Officer with banking runs where appropriately authorized
- Carry out daily inspection on all project vehicles and report any vehicle issues to the Deputy Project Manager
- Maintain proper vehicle logbook for all PMU and Central Provincial PO vehicles
- Ensure all vehicles are being properly serviced as and when required
- Ensure that all project vehicles are fully tanked up on fuel and proper lubricants
- Ensure all project vehicles are properly cleaned and kept neat and tidy.

Expected Competencies:

- Valid class six (6) license
- Valid recent Police Clearance
- Grade 10 or higher Secondary School Certificate
- Fluency in English (written and spoken) with good interpersonal skills
- Knowledge of driving rules and regulation
- Basic motor mechanics knowledge
- Minimum of four (4) years driving experience with safe driving record
- Experience working with similar organization environment
- Be available travel to the district/ provinces as required by Project Management.

Applications close COB Monday 22nd October 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview