



## Ministry of Police, Prisons & Corrections Services

### Duty Statement and Performance Assessment

Position / Title	:	Office Driver
Section	:	Prison & Correction Services
Location	:	Tanumalala
Salary Grade	:	\$13, 259.00 - \$15, 762.00pa.
Report to the	:	Deputy Commissioner - Prison

#### Primary Purpose of Role:

To operate vehicles and transport staff of Prisons and Corrections Services in a safe and timely manner.

#### Duties:

- To complete errands on behalf of Prisons and Corrections Services
- Deliver and collect mails/documents/parcels, etc. safely to their destinations in a timely manner.
- To perform daily inspections on all assigned vehicles and perform general motor vehicle maintenance as needed for safety at the start of the day.
- To report any need for repairs and to complete related documentations such as vehicle logs.
- To ensure all vehicles are properly cleaned and maintained daily.
- Transport staff members to their destinations and ensuring their safety and wellbeing.
- To conduct his assigned duties and responsibilities in accordance with all policies and legislations of the Ministry.
- Perform any other related duties assigned from time to time.

#### Selection Criteria:

##### 1. Skills and Abilities

- Demonstrates 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

- Shows willingness to perform given tasks and to motivate others in the timely delivery of work results
- Conveys and reports basic information on operational requirements and related issues

**2. Personal Attributes**

- Acts with integrity at all times
- Demonstrates transparency in work operations and being able to explain own action.
- Familiar with the Code of Conduct

**3. Experience and Past Work Performance**

- Minimum 3 years' experience in vehicle care and maintenance and/or related field
- Must hold a valid driver's license