PUBLIC SERVICE COMMISSION
JOB DESCRIPTION FORM

Ministry to prepare and request approval by Public Service Commission. Please contact Organisational Development Unit (ODU) officers of the Office of the Public Service Commission (PSC) if you need assistance to complete this form Note: Not all sections need completion i.e. for junior officers

1	**Position Title**	**DRIVER/MESSENGER/MAINTENANCE OFFICER**	
2	**Remuneration Level** (Proposed by Ministry but approved by PSC)	**PsS 1.1**	
3	**Post Number** Ministry to allocate number but PSC to approve.	**5030**	
4	**Ministry**	Ministry of Lands & Natural Resources (MoL&NR)	
5	**Department or Agency**	Corporate Services Unit, (CSU)	
6	**Location**	Port Vila	
7	**Purpose** Rationale for post establishment	Provides official driving/transport services, cleaning of departmental vehicles, collecting/delivering of mail and messages and goods, administration support duties and light maintenance tasks	
8	**Reports directly to:** Title of post to determine reporting line clearly	9	**Supervises** Provide titles & levels to indicate supervisory responsibilities
Human Resource Manager		na	
10	**Frequent Internal Contacts** Means clients within the Ministry	11	**Frequent External Contacts** Means clients from other sector stakeholders & agencies
DG, Directors, All staff of CSU		Staff of MoL&NR, Cabinet members, members of public, office maintenance & materials suppliers, tradesmen	
12	**Contribution to GoV Planning Priorities** Impact of this position on progression of NSDP targets and/or Ministry plans & policies	• NSDP Society Pillar 6: A dynamic public sector with good governance principles and strong institutions delivering the support and services expected by all citizens of Vanuatu o SOC 6.1: Enhance the capacity and accountability of public officials, and ensure the impartiality and effectiveness of performance management systems o ECO 4.8 Ensure processes for acquiring and using land for economic activity provides a stable platform for investment & business growth. MoL&NR Corporate Plan; Decentralisation Policy, Productive Sector Policy	
13	**Special Conditions (if any)** Unusual or dangerous work, unusual work hours or equipment use	Must be prepared to work out of office hours in times of heavy workload and provincial locations	
14	**SELECTION CRITERIA** Technical Competencies, Generic Competencies and Leadership Competencies are to be considered		
14.1	**Qualification** Provide highest qualification ie Masters, Bachelors, Diploma, Certificate	Year 10 Certificate and valid driver's licence	
14.2	**Expertise Area** Provide type of Degree or Diploma i.e. Law, Public Administration, Education	Related field (Valid Driving License) Police Clearance demonstrating safe driving record essential	
14.3	**Experience** Indicate years of practical experience in specific sector/s	3 years experience in Driving Demonstrate understanding of Traffic Rules Current driving licence	

14.4	**Technical Competencies** Refer to Guidelines provided by ODU	• Valid Drivers Licence with Police Clearance • Basic Vehicle maintenance • Building ,maintenance & Repair Skills • Use and care of tools • Self-directed (able to identify tasks needing action)
14.5	**Generic Competencies** Refer to Guidelines provided by ODU	• Good listening and communication skills • Team Player • Results Driven • Problem solver • Adaptable to emerging needs/situations
14.6	**Leadership Competencies** Refer to Guidelines provided by ODU	• Health & Safety • Productivity • Managing Resources • Work Planning & Scheduling • Initiative
14.7	**Behavioural Competencies** Refer to Guidelines provided by ODU	• Follows instructions well; • Punctual; • Reliable; • Trustworthy; • Hard-working.

15. CRITICAL SUCCESS FACTORS

This is an important section requiring very careful development. The KRAs, KTAs and KPIs should be designed to deliver Ministry objectives in Corporate and Business Plans and progress NSDP targets. They must be SMART (Specific Manageable Achievable Realistic & Time Bound). For lower level JDs only 5 KRAs may be needed but as responsibilities increase, so too will KRA numbers. This section provides for monitoring of delivery of Plans and is the basis for Performance Review and Work Schedule Plans.

	Key Result Areas (KRAs) Indicate key work areas to deliver required results		**Key Task Areas (KTAs)** Indicate for each KRA the tasks/activity to be undertaken to deliver the KRA		**Key Performance Indicators (KPIs)** Indicate the item, action, report that proves the activity is delivered on time as specified
15.1	Efficient management and maintenance of vehicles	**15.1.1**	• Monthly report (financial spending) on vehicle use and spending on fuel and maintenance issues • Vehicle log up-to-date • Vehicle Log corresponds to GPS reports • Vehicle/s washed • Services are booked well ahead to ensure proper maintenance schedule	**15.1.2**	• Monthly Report using Vehicle Log Book • Vehicle/s well maintained and serviced regularly
15.2	Efficient delivery of goods and services and mail	**15.2.1**	• Mail delivery on time and client satisfaction • Mail Delivery + mail collection register up-to-date	**15.2.2**	Mail Delivery + mail collection register up-to-date
15.3	Coordinate use of CSU vehicle/s	**15.3.1**	• Driver for CSU vehicles on official duties • Vehicle booking system ensures CSU officers have access to maximise use of Department vehicles	**15.3.2**	Vehicle booking system
15.4	Driving CSU and MoL&NR officers and other related sector stakeholder personnel for the purpose of undertaking their duties, including picking up of touring officers from airport and dropping off	**15.4.1**	• Details included in Monthly Report of officers driven to meetings etc on time • Provide driving services to visiting teams and dignitaries as directed by Supervisor • Vehicle Log up-to-date	**15.4.2**	Vehicle Log up-to-date
15.5	Maintenance of offices provided	**15.5.1**	Light maintenance tasks undertaken • Lightbulbs • Minor painting	**15.5.2**	Light maintenance tasks undertaken

			• Furniture repairs • Tradesmen sought for complex tasks		
15.6	CSU Unit support provided	**15.6.1**	CSU administration supported • Delivery and distribution of CSU related documents; • Photocopying • Scanning of documentation • Filing	**15.6.2**	Light maintenance tasks undertaken
15.7	PMR Appraisals on time	**15.7.1**	• PMR reports provided on time to Supervisor o January Work Plan (AWP) o July PMR Report o December PMR report	**15.7.2**	• PMRs completed on time to HRM for OPSC Reporting
• **Any other duties reasonably requested by Supervisor**					

16	ENDORSEMENT WITH NAME, SIGNATURE & DATE All signature blocks must be signed, stamped and dated for Job Description to be valid	
16.1	Prepared in Ministry by	Signed: Name: Cyndia Albert Date: 5/5/26 Title: HRM, CSU, MoL&NR
16.2	Certified by DG or Delegate	Signed: Name: William Nasak Date: 8/5/26 Title: DG, MoL&NR
16.3	Certified by OPSC	Signed: for Name: Ini Tabiaga Date: 15/05/26 Title: Manager ODU

17	DECISION BY PUBLIC SERVICE COMMISSION
Decision: Approved Name: Jean Yves Bibi Signed Date of Decision: 8/5/26 Title: Acting Secretary, Public Service Commission (PSC)	
Job Description Sighted by Officer Name: Signed: Date Sighted: / /	