

# Career Opportunity

<b>Title</b>	HR47/2020 – Driver
<b>Institute/Department</b>	Property & Facilities Management Department
<b>Category</b>	Support Services – Transport Pool
<b>Reports to</b>	Transport Pool Supervisor
<b>Location/Campus</b>	Kukum Campus

## JOB DESCRIPTION

### Summary of Duties

This is a new position created within the Transport Pool Section of the Properties & Facilities Management Department of the University. Reporting to the Transport Officer, the drivers are expected to provide their services in the transport pool of the university. The drivers will be responsible for all aspects driving, maintaining vehicle safety and cleanliness, ensuring safety of those travelling in SINU vehicles, filing of vehicle log book, facilitating of vehicle inspections and regular service and fueling of vehicles.

The drivers will be accountable for ensuring that they perform their duties professionally and according to the university's authorized user undertaking form in the transport policy.

### Key Accountabilities

- Ensure that they hold a current valid and appropriate Solomon Islands driver's license.
- Ensure that they are not under the influence of alcohol or drugs when driving.
- Ensure that the transport pool vehicles are maintained in a safe and roadworthy condition at all times.
- Ensure vehicles are operated in accordance with the manufacturer's instructions.
- Be responsible for the interior and exterior cleanliness of the university transport pool vehicles.
- Ensure that vehicle log is properly completed and maintained.
- Comply with the University transport policy as amended from time to time
- Comply with the Solomon Islands Road Safety Act when driving.
- Undertake any other duties as appropriate within the competence of the incumbent as required from time to time by the Director Properties & Facilities.

### Essential Qualification and Experience Requirements

- At least completed Form Five Level education in Solomon Islands
- At least 5 years' driving experience in Honiara or other urban centers with no Traffic incidents
- Knowledge and experience in trouble shooting or identifying basic vehicle engine faults
- Must be able to communicate in English both oral and written
- Must have valid and appropriate Solomon Islands driver's license to drive light to heavy vehicles and tractor with trailer.

### Desirable Attributes

- Strong inter- relationship skills
- Strong Communication skills both written and oral
- Possess a valid driver's license
- Knowledge and experience working in an education institution or environment.
- Good Problem solving skills
- Be able to work during odd or after hours
- Must not smoke, chew betel nut, drink alcohol or do drugs.

**Decision making Authority:** Provision of sound advice to Transport Officer on transport pool operations implementation and related matters.

**Key Performance Indicators:** Ensure that all the transport service is efficient and vehicles are clean and safe for use at all times.

**General Responsibilities:** To be responsible for your own health and safety and that of your colleagues

**Applications:** Applications clearly addressing each aspect of the Position Responsibilities given above, and the qualification and experience requirements, are to be sent to: [sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@sinu.edu.sb) and hardcopy applications to: Director of Human Resources, Solomon Islands National University, P. O. Box R113, Honiara, Solomon Islands.

For further details on the position, please contact: Director of Human Resources on [Director.HR@sinu.edu.sb](mailto:Director.HR@sinu.edu.sb)

**Closing Date:** 16 October 2020