



Job Description

Position Title	Driver (2 Positions)
Department	Properties, Facilities and Projects Department (PFPD).
Reports to	Supervisor
Position Level	Grade 1 (GSS)
Purpose of the Role	The drivers will be responsible for all aspects of driving, maintaining vehicle safety and cleanliness, ensuring the safety of those travelling in SINU vehicles, filing the vehicle logbook, facilitating vehicle inspections, and regular servicing and fuelling of vehicles. The drivers will be accountable for ensuring they perform their duties professionally and in accordance with the university's authorised user undertaking form in the transport policy.
Detailed Roles & Responsibilities	
1. Service Delivery	• Provide safe and reliable transportation services for staff, students, and official university operations. • Ensure timely transportation of passengers and/or goods as assigned. • Maintain confidentiality and professionalism during all official duties. • Assist with loading and unloading of goods or equipment when required. • Ensure efficient route planning and fuel-efficient driving practices. • Respond promptly to transport requests from authorised officers.

2. Quality	• Adhere to SINU policies, OHS, and Code of Conduct.
3. Teamwork	• Work collaboratively with supervisors, staff, and other team members. • Support team efforts to complete projects efficiently and on time.
4. Qualification/ Experience	• At least completed Form (5) Five Level education in the Solomon Islands. Experience: • At least 5 years' driving experience in Honiara or other urban centers with no Traffic incidents. • Knowledge and experience in troubleshooting or identifying basic vehicle engine faults. • Must be able to communicate in English both orally and in writing. • Must have a valid and appropriate Solomon Islands driver's license to drive light to heavy vehicles and a tractor with a trailer.
5. Key Deliverables	• Maintain a valid and appropriate driver's license at all times. • Ensure zero tolerance for alcohol or drug use while on duty. • Maintain vehicles in a safe, roadworthy, and operational condition. • Ensure vehicles are operated according to manufacturer guidelines. • Maintain accurate and complete vehicle logbooks for every trip. • Ensure compliance with SINU Transport Policy and all amendments. • Comply with the Solomon Islands Road Safety Act at all times. • Report vehicle faults, accidents, or safety concerns immediately to supervisors. • Perform any other duties within competence as directed by the Director Properties & Facilities. • Ensure compliance with retirement age policy requirements of the university.

6. Key Selection Criteria (KSCs)	Suitability for this position will be assessed against the following key selection criteria; KSC 1: Demonstrated commitment to safety protocols, adherence to traffic laws, and responsible driving behaviour. KSC 2: Demonstrated good health and physical ability to handle the demands of the driving role. KSC 3: Demonstrated willingness to work flexible hours as required by the university schedule. KSC 4: Demonstrated basic understanding of vehicle maintenance and troubleshooting to ensure safety and proper vehicle operation. KSC 5: Demonstrated ability and proven experience in driving, preferably in a similar institutional or university environment.
7. Compliance	• Comply with all SINU policies and procedures and Code of Conduct. • Adhere to Occupational Health and Safety (OHS) requirements.
8. Terms and condition	This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies. Annual Salary Range: \$16,669.18 - \$27, 569.80. Annual Leave Entitlement: 20 working days. Annual Gratuity: 15% of annual basic salary (paid bi- annually). Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes.

SECTION H - APPROVAL (Business use only)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist SINU to achieve its Strategic objectives:

A handwritten signature in blue ink, appearing to be 'S. A. Smith', is written over a faint circular stamp.

Deputy Director Human Resource:

Date Approved: 3rd August 2026

Additional Comments: