



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: XXXXXXX 352015
OFFICE: The Office of Vice-chancellor	CLASSIFICATION: NN6
DIVISION: VC's Office	POSITION TITLE: Executive Driver
BRANCH:	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: The Vice-chancellor.
SECTION: (insert name here if applicable)	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Nil.
LOCATION: Waigani Campus of the University.	

I. INTRODUCTION:

1) Purpose:

The Executive Driver provides dedicated, safe, timely, and confidential transportation services to the Vice-Chancellor of the University of Papua New Guinea. The role supports the Vice-Chancellor's mobility for official duties, representing the University in a professional manner and ensuring the operational efficiency of the Office of the Vice-Chancellor.

2) Background and rationale:

The University of Papua New Guinea (UPNG) previously maintained an Executive Driver position to ensure the Vice-Chancellor's official mobility requirements were met efficiently and reliably. However, this position was discontinued during past organizational restructuring exercises, resulting in the Vice-Chancellor's transportation being managed on an ad-hoc basis using pool vehicles and drivers or in some cases, by the Vice-Chancellor personally. Re-establishing this position will enable the Vice-Chancellor to carry out core responsibilities more effectively, without transportation constraints.

II. ROLES AND RESPONSIBILITIES OF EXECUTIVE DRIVER:

The key roles and responsibilities of the Executive Driver are given below:

1. Transport Services:

- a. Provide reliable and punctual transport for the Vice-chancellor to official meetings, events, site visits, other work-related engagements and other assignments as directed by the Vice-chancellor;
- b. Plan and manage travel routes, considering traffic and time constraints, and,
- c. Bring back the Vice-chancellor's official vehicles safely and promptly to the appropriate place, in the absence of the Vice-chancellor.

2. **Vehicle maintenance and care:**

- a. Maintain the assigned vehicle in excellent operational and aesthetic condition, including regular servicing, cleanliness and safety checks, and,
- b. Monitor fuel consumption and maintain accurate vehicle usage logs.

3. **Safety and Security:**

- a. Ensure adherence to road safety regulations and University vehicle policies;
- b. Apply defensive driving techniques and basic security protocols to ensure safety of the Vice-chancellor during travel, and,
- c. Maintain up-to-date contact details for persons to be notified in case of emergency.

4. **Confidentiality and Professional Conduct:**

- a. Maintain strict confidentiality of the Vice-chancellor's schedule, engagements, and discussions overheard in the course of duty,
- b. While carrying out the duty, always wear proper attire / uniform, and,
- c. Exhibit courteous, respectful and professional behaviour at all times.

5. **Administrative support (as required):**

- a. Assist in minor logistical arrangements related to the Vice-chancellor's travel and events, and,
- b. Co-ordinate with Executive Secretary of the Office of Vice-chancellor for scheduling and travel requirements.

III. **QUALIFICATION REQUIREMENTS, SKILL BASE AND PERSONAL ATTRIBUTES:**

1) **Educational qualification and experience:**

- a. Grade 12 certificate or equivalent;
- b. Valid Class 6 or higher Papua New Guinea's driver's licence with clean driving record;
- c. Minimum of five (5) years of experiences as a driver, preferably in a corporate, government or institutional setting;
- d. Demonstrate knowledge of Port Moresby and surrounding routes, and,
- e. Ability to maintain confidentiality and display professional discretion.

2) **Desirable:**

- a. Experience driving senior executives, government officials or VIPs;
- b. Basic mechanical knowledge of vehicle maintenance, and,
- c. Familiarity with defensive driving and security awareness training.

3) **Personal Attributes:**

- a. High level of personal integrity and reliability;
- b. Be fluent in speaking English;
- c. Neat personal presentation and professional appearance;
- d. Punctual and dependable with a commitment to meeting deadlines, and,
- e. Strong interpersonal skills and ability to interact respectfully with stakeholders at all levels.

IV. **WORKING CONDITIONS:**

- a. Based at Port Moresby, but may be required to travel to other locations within PNG;
- b. Flexible working hours, including early mornings, evenings, nights, week-ends and public holidays, depending on Vice-chancellor's schedule, and,
- c. May involve occasional overnight travel.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS