



Please address all correspondence
To The Electoral Commissioner



OFFICE OF THE ELECTORAL COMMISSION
"FOR THE PEOPLE OF SAMOA TO EMBRACE AND PARTICIPATE IN FREE, FAIR AND INCLUSIVE ELECTIONS"



685-24309

685-25967/24538

www.facebook.com/oecsamoa

www.oec.gov.ws

helpdesk@oec.gov.ws

Our Vision: To become a leading electoral management institution in the Pacific region that conducts free, fair and inclusive elections and referendums

Our Mission: Strengthening our partnership with key stakeholders to implement robust voting and electoral systems that mirrors international best practices in accordance with the law and serving the people of Samoa to the highest standards envisioned in our Service Charter

JOB DESCRIPTION

DRIVER

| VALUES OF THE OFFICE OF THE ELECTORAL COMMISSION | | |
|---|---|---|
| Acting Honestly , being truthful and abiding by laws of Samoa | Providing Impartial advice acting without fear or favour and making decisions on merit | Serving the people well through faithful Services to the Government |
| Treating the people, the Government, and colleagues with courtesy and Respect | Maintain Independence in decision-making and action | Effective and efficiency – achieving good results for Samoa in an economical way |
| Transparency & Accountability Taking actions and making decisions in an open way being able to explain the reason for actions taken and taking responsibility for those actions | | |
| DIVISIONAL PURPOSE | | |
| To provide a professional and enabling business environment to support our core business | | |
| JOB DETAIL SUMMARY | | |
| Position | DRIVER | |
| Position Code | EV000040 | |
| Division | CORPORATE SERVICES | |
| Grade | A4/14 | |
| Salary | Salary: Min \$10,534 – Salary Max: \$12,242 | |
| Responsible to | PRINCIPAL ACCOUNTS AND ADMINISTRATION OFFICER | |
| Responsible for | Provide efficient and safe transport services for all staff | |
| Number of Staff holding this post | 1 | |
| Number of staff supervised | 0 | |
| KEY RESULT AREAS | | |
| Transport Services | Transport Reporting | Vehicle Maintenance |
| RESPONSIBILITIES AND DUTIES | | |
| Transport Services | | |
| <ol style="list-style-type: none"> 1. Safe transporting of staff to and from Office at all times 2. Assist in the delivery of Office mails and procurement of resources for Office work 3. Ensure Vehicle Policy for after hours services required is adhered to at all times. | | |
| Transport Reporting | | |
| <ol style="list-style-type: none"> 4. Ensure vehicle trip sheets are updated in every trip and attached to weekly reports 5. Must report all incident related to Office vehicles in the time of occurrence | | |

6. Prepare Transport Services Report on the following and submit to Principal AAO on a weekly basis
 - i. Vehicle conditions
 - ii. Running Sheet
 - iii. Vehicle maintenance (if required)
 - iv. Issues affecting the services

Vehicle Maintenance

7. Ensure cleanliness of Office vehicles at all times
8. Daily maintenance of vehicles conducted every morning before the start of normal routines
9. Ensure vehicles referred for Full Services on time

JOB COMPETENCIES / SELECTION CRITERIA

| <u>MERIT</u> | <u>JOB COMPETENCIES</u> | <u>DESCRIPTOR</u> |
|------------------------|--|---|
| 1. SKILLS & ABILITIES | 1.1 Driving skills 1.2 Communication Skills 1.3 Report Writing Skills 1.4 Customer Focus 1.5 Computer Skills | 1.1.1 Knowledgeable and understanding of the Traffic Ordinance 1.1.2 Knowledgeable of working environment and locations for delivery services 1.2.1 Ability to communicate in both oral and written, and in English and Samoan. Be customer-oriented and able to serve customers with respectful manner. 1.3.1 Ability to prepare and submit report on time (report including, vehicle maintenance and running sheets) 1.4.1 Drive with caution ensure safety of passengers. 1.5.1 Proficient computer skills in Ms Word, MS Excel |
| 2. PERSONAL ATTRIBUTES | 2.1 Integrity and Honesty | 2.1.1 Convey value that reflects integrity and honesty and other principles stipulated in the PSC Act 2004. 2.1.2 Prudent use of government resources 2.1.3 Motivation & self-driven to meet deadlines in a team environment. |

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|------------------|--|--|
| | <p>2.2 Professionalism</p> <p>2.3 Commitment & Drive</p> | <p>2.1.4 Take initiative and encourage participation in all sorts of activities</p> <p>2.2.1 Ability to be present and approach situations in a professional manner</p> <p>2.3.1 Ability to commit when required during working hours and after hours.</p> <p>2.3.2 Be able to participate in a team working environment</p> |
| | 3.1 Experience and Past Work Performance | <p>3.1.1 Experience in driving manual transmission vehicles for at least 5 years.</p> <p>3.1.2 Demonstrate experience of basic vehicle functionality and maintenance</p> <p>3.1.3 Demonstrate experience in time management.</p> |
| 4 QUALIFICATIONS | 4.1 Academic qualifications and trainings attended | <p>4.1.1 Completed College Education or a Certificate in Automotive Engineering from a recognised PSET</p> <p>4.1.2 A valid driver's licence with a clean Police record</p> <p>4.1.3 Completed the LTA Defensive Driving Course.</p> |