

Ministry:	Ministry of Revenue and Custom
Division:	Corporate Services
Section:	HR & Admin
Location:	Tongatapu
Position:	Driver
Position Number:	MORC R-03
Reports to:	Transport Supervisor
Band:	R
Salary:	\$8,586 - \$12,880
Important Note:	
<i>“This position is subject to rotation to similar roles within the same division and across other divisions of MORC, as directed by the Chief Executive Officer, providing dynamic career development opportunities”</i>	
Job Purpose	<p>Ministry Profile Statement: The Ministry of Revenue and Customs is mandated to set and implement tax policy to collect vital tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel.</p> <p>Job Purpose: Conduct all driving and transportation duties for MORC as well as look after the assigned vehicle</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Ensure vehicles are kept clean at all times • Ensure vehicles are checked and serviced/repaired regularly • Annual license and quarterly check-up • Ensure log-books are recorded at all times when vehicles are in and out • Periodic reports on condition/status of assigned vehicle to Supervisor • Deliver correspondences effectively and in a timely manner • Drive staff to desired work-related destination in a timely and safe manner • Ensure evidence are kept for all work activities
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Very good customer service skills • Good communication skills in both Tongan and English • Has a valid driving license • Clear Police Record • Demonstrate ability to work well in a team environment • Strong knowledge of the Traffic & Transport regulations • High level of professionalism, integrity and ethical behaviour
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Form 6 PSSC or equivalent of Certificate level 2

	<ul style="list-style-type: none"> • Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years) • Exceptions: Driver (Evidence of Secondary School level; valid driver's license with a clean driving record for the past three (3) years)
Authorised by (sign and date)	
CEO	Name: Michael Cokanasiga Signature:
Deputy CEO	Name: Signature:
Transport Supervisor	Name: Signature:
Employee	VACANT