



# National University of Vanuatu

## Job Description and Specification



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| <b>Job Title</b>                               | Driver  |
| <b>Reporting To</b>                            | Finance & Administration Manager  |
| <b>Job Purpose</b>                             |   |
| <b>Position Summary</b>                        | Reporting to the Finance & Administration Manager, the Driver will provide full time driving and vehicle maintenance services to the functions of NUV.  |
| <b>Key Responsibilities – Detailed Listing</b> | <ol style="list-style-type: none"><li>1. Drives office vehicles for transporting of authorized personnel, delivery and collection of mail documents and other items;</li><li>2. Collects and delivers mail and other communications from and government agencies and other institutions;</li><li>3. Maintains the assigned vehicles, renews the road license and vehicle insurances, performs minor repairs and ensures that the vehicle is kept clean.</li><li>4. Checks the logging Official trips, daily mileages, fuel consumption, oil changes greasing, etc... in the log books;</li><li>5. Ensures that in the event of accident, NUV rules and regulations are followed;</li><li>6. Assists the administration by obtaining information required from government agencies and suppliers;</li><li>7. Carries out banking/ financial and other programme outdoor messenger duties;</li><li>8. Packs materials received for dispatch, affixes labels, inserts material in envelopes and franks outgoing mail;</li><li>9. Any other duties as may be assigned by your supervisor.</li></ol> |
| <b>Critical Competencies</b>                   | <ol style="list-style-type: none"><li>1. <i>Perform and behave in a professional manner</i>, with occupational knowledge, accountability and adaptability to changing situations</li><li>2. <i>Strive for excellence</i>, with communication, inclusiveness and teamwork</li><li>3. <i>Contribute to the NUV</i>, with innovation, leadership and quality focus</li></ol>   |
| <b>Qualifications</b>                          | <ol style="list-style-type: none"><li>1. Year 13 Certificate with a valid Driving Permit and clean driving record;</li><li>2. Possession of a valid driving license for the required classes of vehicles;</li><li>3. Clean driving, accident free record.</li></ol>   |
| <b>Special Skills</b>                          | <ul style="list-style-type: none"><li>➤ Excellent interpersonal skills, pleasant personality;</li><li>➤ A good team player;</li></ul>   |

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|   | <ul style="list-style-type: none"> <li>➤ Capable of assessing risk and judiciously taking correct action;</li> <li>➤ Ability to work long hours and in difficult terrain;</li> <li>➤ Flexibility to work outside normal working hours;</li> </ul>                              |
| <b>Required Experience</b>                | Minimum of 3 years' driving experience;  |
| <b>Language</b>                           | Fluent in English, French and Bislama  |
| <b>Terms and Conditions of Employment</b> | <p>Three-year local contract</p> <p>Annual salary: 750 000 + 25% Benefits</p>  |
| <b>Selection Methods</b>                  | <p>Please send your application with 2 references from past/recent employment and evidence of your highest qualifications to the following address: <a href="mailto:apply@univ.edu.vu">apply@univ.edu.vu</a></p> <p>Deadline for submission: 14<sup>th</sup> May 2021 4 PM</p> |