INDEPENDENT COMMISSION
AGAINST CORRUPTION
PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: INDEPENDENT COMMISSION AGAINST CORRUPTION (ICAC)	**ORG SQN NO:** 38	**POS. NO:** VARIOUS
OFFICE:	**DESIGNATION/CLASSIFICATION:** DRIVER – GRADE 5	
DIVISION(S): INVESTIGATION, INTELLIGENCE & ASSESSMENT CORPORATE GOVERNANCE	**LOCAL DESIGNATION:** DRIVER	
BRANCH: OFFICE OF EXECUTIVE DIRECTOR IIA OFFICE OF EXECUTIVE DIRECTOR CG	**REPORTING TO:** EXECUTIVE DIRECTOR **ORG. POS. NO:** 1 **POS NO:**	
SECTION:	**LOCATION:** HEAD OFFICE, PORT MORESBY	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
ICAC026	*Commission Approval Date*	*Revised*

2. JOB CONTEXT

The Independent Commission Against Corruption (ICAC) is established by Part VIII Division 3 of the Constitution and the *Organic Law on the Independent Commission Against Corruption 2020* (OLICAC). The purposes of the ICAC are to contribute, in cooperation with other agencies, to preventing, reducing and combating corrupt conduct.

The position is responsible for the official driving and administrative support services to the Commission.

The incumbent will have a working relationship internally with the Executive Director for Operations, Corporate Governance Division and all Commission Staff. Externally, know locations of Government Departments/Agencies especially the Police Department, Courthouse locations and the Private Sector Organisations.

3. JOB OVERVIEW

This is an administrative driver position reporting to the Office of the Executive Directors for the IIA Division and Corporate Governance Division and performs all official driving duties and ancillary administrative support to the respective Divisional Heads and to the Commission.

4. KEY RESPONSIBILITIES

- Undertake all official driving duties for the Commission.
- Deliver and collect mails, documents, suppliers and other items as required by the Office.
- Do filing and other administrative tasks such as photocopying, handling of incoming/out-going phone calls and screening of visitors as required from time to time.
- Ensure assigned vehicle(s) is kept secure, clean, tidy and in good running condition at all times through daily/regular maintenance checks on oil, tires, brakes, battery and water levels, and car washing.
- Keep a register of the vehicle registration, safety sticker and general service dates ensuring timely renewals and servicing is undertaken.
- Maintain a vehicle log (record) book on fuel intake, vehicle usage details (destinations, times, purpose of trips, persons on board and odometer readings) and report all faults, dents, charges, accidents, etc...
- Ensure minor repairs on assigned vehicle(s) are addressed and inform and assist the Executive Assistant on any major repair arrangement as required.
- Safely drive assigned vehicle(s) by following set rules and regulations.
- Ensure steps required by rules and regulations are taken, in case of involvement in an accident.
- Carry out other duties consistent with the above as directed by the Executive Director Corporate Governance.

5. EDUCATIONAL QUALIFICATIONS

- Minimum of Grade Ten (10) Certificate.
- Valid PNG Full Class three (3) Driver's License (or higher desirable).
- Basic office administration qualifications desirable.

6. KNOWLEDGE

- Sound understanding/knowledge of traffic rules, Port Moresby roads and traffic

systems.

- Location of government departments/agencies and private sector organisations.
- Basic knowledge of vehicle maintenance.
- General office administration procedures.
- Basic knowledge on computer usage.

7. SKILLS

- Defensive driving skills (desirable).
- Good oral and written communications skills.
- Good administration and computer operating skills.

8. WORK EXPERIENCE

- Must have minimum of five (5) years proven work experience with good driving record in the public or private sector.

9. OTHER ESSENTIAL ATTRIBUTES

- Demonstrated commitment to honesty and integrity in service to the public interest.
- Adherence to strict confidentiality requirements and to information protection and security procedures.
- Strong commitment to the Commission's goals and objectives and Code of Conduct.
- High sense of responsibility and care for state properties