

Position Description

Position Title Driver / Team Administrator

Post Bangkok

Category Locally Engaged Staff

Reports to Administration Manager

Last Review Date July 2012

Delegations The position does not have any financial delegations.

About the Post The Post represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with the host Country that enables the New Zealand Government to achieve more than they could alone.

The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.

About the Position The Driver is responsible for supporting the efficient and effective operation of the Post by providing driving, messenger and administrative support relating the vehicle maintenance. This includes ensuring that vehicles are always clean and in good running condition.

Relationships The position is required to build and maintain the following relationships:

Internal (within Post)

- Head of Mission / Post
- Other seconded staff
- Administration Manager
- Executive Assistant

External (outside Post)

- Ministers and officials
 - Car repair/trades people
 - Service company representatives
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Key accountabilities

Driving

- Regularly check the driving schedules and liaise regularly with the Administration Manager regarding the driving requirements for the post.
- Provide safe and punctual driving services to all passengers, including assisting with luggage etc.
- Be familiar with the best routes to and from destinations, including to airports, and be able and prepared to alter driving routes when traffic/weather conditions warrant.

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- Complete vehicle running sheets for each vehicle used, and maintain adequate stock of vehicle running sheets in the vehicle.
 - Ensure availability through a cell phone at all times while on duty.
 - Undertake messenger and delivery services as required.

Vehicle Maintenance

- Maintain the post's vehicle(s) to a high standard, ensuring they are clean and safe to drive at all times.
- Carry out regular maintenance checks on vehicles.
- Arrange for regular servicing of vehicles, if possible at a time that does not conflict with post needs.
- Ensure all vehicles have adequate fuel at all times.
- Prepare all cars for seasonal driving conditions (e.g. fitting of snow tyres, addition of antifreeze, etc).
- Assist in the repair, purchase or sale of official vehicles.

Administration

- Maintain the register of official vehicles/registration plates.
- Assist with the registration and deregistration of official and personal vehicles.
- Assist with the provision, and maintain a register, of petrol cards for official/seconded staff vehicles.
- Maintain adequate supplies of copy paper and consumables for copies, scanners and printers.
- Ensure all equipment is functioning and coordinate the repair or servicing of equipment, including furniture, equipment and hardware.
- Manage the receipt and despatch of weekly diplomatic airfreight bags to/from Wellington and provide billing information to the Administration Manager
- Ensure there are sufficient diplomatic Airfreight bag supplies (seals, labels, ties etc.)
- External mail deliveries "by hand"
- Collection of mail from post boxes
- Daily dispatch of mail
- Collection and distribution of daily newspapers
- Maintenance of hand delivery register
- Support the posts operations during emergency situations, including administrative support functions
- Collation of newspaper clippings and distribution to staff
- Undertake misc banking and payment of accounts

Property Support

- Undertake minor maintenance tasks and repairs around the office and other accommodation including changing of light bulbs, hanging of pictures, moving of furniture
- Accompany service people in the Embassy or at staff apartments
- Provide support during the absence of the Chancery Cleaner, including emptying waste paper bins and undertaking light cleaning duties.
- Delivery of bottled water to staff apartments

Organisational Responsibilities

- Ensure all policies and procedures are adhered to.

- Be aware of and adhere to the Health and Safety policies and procedures.
- Contribute to Post-wide projects and emergency response situations.

Knowledge Management

- Contribute to the continuous development of the Post's knowledge base by using the Post's internal systems, sharing information and data with relevant staff.

Security

- Be familiar with the Post Security Instructions and adhere to these at all times.

Other

- Undertake additional duties and after hours duties as required.

Qualifications, skills and experience

You must have the following qualifications, skills and experience:

- Hold a current, clean driver's licence and be able to drive post vehicles safely in local conditions
- Current clean Royal Thai Police clearance
- Eight to ten years previous professional driving experience
- Good knowledge and experience of basic car maintenance
- Demonstrated ability to contribute to and work within a team
- Written and oral communication skills (in both English and the local language)
- Demonstrated ability to build and maintain effective relationships
- Well-developed organisational skills and the ability to prioritise tasks effectively and work under pressure
- Strong customer focus, with the ability to communicate effectively with a range of people
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Ability to anticipate issues and problems and think of creative solutions
- Displays personal integrity and an honest and ethical approach.

Additional Comments

- Ability to obtain and maintain appropriate security clearances.
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be from time to time.
- The job holder may be required to carry out on-call duties.