

Career Opportunity

Title	HR 71/2024 – Transport Assistant Driver
Department	Properties, Facilities and Projects (PFP)
Category	Technical
Reports to	Transport Supervisor
Location/Campus	Honiara, Kukum Campus

Summary of Duties

This is a new position created within the Transport Pool Section of the Properties, Facilities and Projects Department of the University. Reporting to the Transport Officer, the drivers are expected to provide their services in the transport pool of the university. The drivers will be responsible for all aspects of driving, maintaining vehicle safety and cleanliness, ensuring the safety of those travelling in SINU vehicles, filing of vehicle log book, facilitating vehicle inspections and regular service and fueling of vehicles. The drivers will be accountable for ensuring that they perform their duties professionally and according to the university's authorized user undertaking form in the transport policy.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:
 At least completed Diploma or Certificate Level of education in Solomon Islands
 At least 5 years of driving experience in Honiara or other urban centres with no Traffic incidents
 Knowledge and experience in troubleshooting or identifying basic vehicle engine faults
 Must be able to communicate in English both orally and written
 Must have valid and appropriate Solomon Islands driver's license to drive light to heavy vehicles and tractor with trailer.

Roles and responsibilities:

1. Supporting Transportation Operations:
 - Assist in coordinating and organizing transportation schedules, routes, and logistics.
 - Help in the loading, unloading, and securing of cargo or passengers for transportation.
2. Vehicle Maintenance and Preparation:
 - Conduct basic inspections and maintenance checks on vehicles to ensure they are in good operational condition.
 - Clean and prepare vehicles for daily use, ensuring they are stocked with necessary supplies and equipment.
3. Assisting Drivers and Passengers:
 - Aid drivers in navigating routes and traffic conditions, providing directions or assistance as needed.
 - Assist passengers, including helping with boarding, disembarking, and carrying luggage or cargo.
4. Safety and Compliance:
 - Ensure adherence to safety protocols and regulations during loading, unloading, and transportation.
 - Help maintain a safe and organized work environment, including proper storage and handling of equipment and materials.

Please refer to the job description for more information.

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/> OR Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: 26th July 2024 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to sinu.recruitment@sinu.edu.sb or Manasseh.Taloafiri@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
 Human Resources Department
 Solomon Islands National University
 P.O Box R113
 Honiara**