

## LES Position Description – Driver (Defence)

<b>AGENCY</b>	Department of Defence
<b>POSITION NUMBER</b>	IS3002
<b>POSITION TITLE</b>	Driver
<b>CLASSIFICATION</b>	LE-1
<b>MONTHLY SALARY</b>	PKR 76,251.00
<b>SECTION</b>	Defence
<b>REPORTS TO</b>	Defence Office Manager

### About The Department of Defence

Defence's mission and purpose is to defend Australia and its national interests in order to advance Australia's security and prosperity.

Defence serves the Government of the day and is accountable to the Commonwealth Parliament, which represents the Australian people, to efficiently and effectively carry out the Government's defence policy.

### About the position

Under close direction from the Defence Office Manager and the Defence Advisor, the Driver (Defence) provides driving and vehicle maintenance services and general administrative functions and ad-hoc duties for Defence at the Australian High Commission in Pakistan.

### Key responsibilities of the position include but are not limited to:

- Drive the Defence Advisor, members of the Department of Defence including VIPs, members of the High Commission and visitors as required within Islamabad and to/from other locations in Pakistan.
- Perform routine checks of official vehicles, including regular cleaning, daily inspections and refuelling; and arrange insurance and registration and facilitate regular servicing and maintenance.
- Maintain up to date and accurate vehicle records including logbooks.
- Maintain the vehicle inventories and conduct spot checks and stocktakes as required.
- Perform routine office/administrative tasks including collecting and delivering mail and other correspondence as required.
- **Experience/Knowledge/Skills**
- Valid driver's licence with ability to operate armoured vehicles and a demonstrated safe driving record.
- Well-established knowledge of local roads and traffic systems.
- Ability to read maps, use GPS equipment and follow directions.
- Ability to plan transport programs, liaise on scheduling changes and meet tight deadlines.
- Sound interpersonal skills and strong oral and written communication skills in English and Urdu.
- High level of initiative, with an ability to prioritise and work under pressure.
- Excellent attention to detail.

## Qualification

- Minimum HSSC/F.A. – Intermediate

## Experience

- Must have at least 2 years of professional driving experience with LTV class vehicles. Experience working at an Embassy/High Commission will be an advantage.

## Submitting your application

Completed Recruitment Pack with the following documents must be emailed by midnight 15 April 2024 (Pakistan Standard Time) to [Jobs.AHC-Islamabad@dfat.gov.au](mailto:Jobs.AHC-Islamabad@dfat.gov.au).

1. Scanned copy of valid Pakistani driving licence - (LTV)
2. Scanned copy of CNIC or passport
3. Proof of work experience.

Please specify the job title and your name in the e-mail subject line.

Late or incomplete applications will not be considered.

Only shortlisted applicants will be contacted for a driving test/interview by the Australian High Commission, Islamabad. Successful applicants will be offered a one-year employment contract that may be extended subject to the requirement of the position and agreement between the employer and employee. A probation period applies.