



Driver / Logistics Officer Terms of Reference

Assignment: Driver / Logistics officer, Enhancing Labor Mobility from PNG (ELMPNG) Project

Employer: Department of Treasury

Location: Port Moresby, Papua New Guinea

Duration: The Driver / Logistics officer will be contractually engaged for a period of 3 years with an option to further extend the contract based on performance, an ongoing need, and availability of funding (contract duration must not extend the project closing date, currently June 30, 2027). A 6-month probation period applies.

Expected Start Date: July 2025

1. Background

The Government of Papua New Guinea has received financing from The World Bank to commence implementation of a labor mobility project. The project objective is to strengthen government systems in Papua New Guinea that support workers and their households to benefit from overseas employment opportunities, with a focus on women and disadvantaged groups. The total funding envelope is US\$32 million.

The project has four interlinked components: (1) Strengthening systems and worker readiness to enhance benefits from overseas employment opportunities; (2) Enhancing equity in access to labour mobility opportunities for PNG workers; (3) Boosting household impacts from employment overseas; and (4) Project management and results monitoring. The project is projected to provide training to 20,000 beneficiaries (both departing workers and their household members) covering work readiness training, financial literacy training, and reintegration training. Some 5,000 low and semi-skilled workers are expected to gain access to formal sector employment as a result of the project activities. Meanwhile, the remittances received from workers abroad will provide benefits beyond the worker and household level to all participating communities.

The implementing agency for this project is the Department of Treasury (DoT), whilst the Labour Mobility Unit (LMU) within the DoT is set to undertake day-to-day implementation of the project. The LMU is the national unit tasked with administering labour mobility from PNG.

A Project Management Unit (PMU) to be located within the LMU will be established and maintained throughout the Project. This PMU will be responsible for the implementation, monitoring, and coordination of all project components. The PMU will report to the World Bank on a semiannual basis on the progress of the project implementation for each project activity. The PMU composition and resources will include, but not be limited to: (i) a Project Manager; (ii) Project Accountant; (iii) Procurement Specialist; (iv) Procurement Officer; (v) Social Risk & Welfare Specialist (vi) Monitoring and Evaluation Specialist; (vii) Gender/ GBV Specialist; (viii) Occupational Health & Safety Specialist; and (ix) a Labour Specialist.

This Terms of Reference is for the Driver / Logistics position of the Project Management Unit.



2. Objectives of the assignment

As a member of the PMU, the Driver / Logistics Officer is required to assist the admin assistant ensure successful day to day operations of the Project Management Unit.

3. Scope of Services

The Driver / Logistics Officer will work directly under the supervision of the Project Manager to ensure effective operations of the office. She/he will be based in Port Moresby at the Project Management unit office.

The Officer's tasks involves:

- Maintain fuel usage for official vehicle;
- Undertake admin runs for the project
- Drop off and pick up staff for work
- Maintain daily vehicle log book
- Maintain fuel usage log book
- Provide support to the admin assistant with travel arrangements and logistics arrangement for PMU staffs and consultants
- Ensure vehicles are clean and in good condition for daily office use
- Assist admin assistant to ensure office is clean and in acceptance condition for use by officers, staffs and consultants of the project
- Ensure vehicle safety stickers and registrations are renewed before it's expiry dates
- Any other duties as required.

4. Work Arrangements

This position is located in Port Moresby and the successful applicant will be offered an initial 3-year contract with the possibility of a further extension.

The Driver / Logistics officer is required to follow the Department of Treasury's standard working hours, but depending on business needs, may be requested to work extended hours.

5. *Selection Criteria*

Qualification

- Minimum of Grade 10 certificate,
- Must possess a minimum of Class 1 driver's license
- Minimum of 3 years' work experience
- Experience in dealing with tenants/clients from diverse ethnic background
- Be of sober character and presentable
- Be medically fit and have a current clean police record
- Ability to write accident reports and or statements
- Ability to speak fluently in English and Tok Pisin
- Ability to operate independently with initiative and be reliable

Essential Specialized Skills/Knowledge/Competencies

- Minimum 5years work experience in related field (driver / logistics)
- Have some basic computer knowledge or background
- Have logistics background
- Have defensive driving skill
- Excellent communication skill (verbal & Oral)
- Multi-tasking personnel

Desirable Specialized Skills/Knowledge/Competencies

- Knowledge and/or experience working in a multi-cultural environment
- Knowledge and/or experience working with donor projects would be a plus



Papua New Guinea
Department of Treasury