 **SAMOA BUREAU OF STATISTICS**

**JOB DESCRIPTION**

PositionTitle: Temporary Drivers – DHS-MICS 2025(8 part timers)

Division: Census and Survey Division

Salary Grade: $30.00/ day

Position Code: BS001107

Supervisor Code: BS001003

Location: Gov’t Bldg, Level 2

Duration of Employment: 9weeks

**Overview of Ministry**

The Samoa Bureau of Statistics operates as the *leader in providing relevant, quality statistics for the benefit of Samoa.* This will be achieved through its mission which is to *help users make informed decisions and track progress by providing relevant, quality statistical information and services from a statistical system developed through effective partnerships.*

To provide the information needed to support sector development plans and related socioeconomic policy objectives including SDG’s, health related issues.

**Purpose of Position**

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| The Temporary Driver will be solely responsible for transporting of Enumerators and Team Leaders to the selected households for the survey. The DHS-MICS 2025 will be conducted for 16 weeks from March 10th -June 21st,2025 |

**Key Relationships**

Responsible to: Survey Manager

Responsible for: Nil

Functional relationships:

Internal: Staff

External: Households

**Key Duties**

**Transportation of Enumerators**

* Responsible for transportation of Enumerators and Supervisors to selected households on a daily basis
* Ensure that Enumerators and Supervisors are dropped off and picked up from their official duties on time when required
* Must able to work overtime when required.

**Vehicle Maintenance**

* Ensure vehicle is clean and safe at all times
* Ensure vehicle is parked at a safe place at all times
* Report any incidents concerning authorized vehicle immediately to the Survey Manager.

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**Job Competencies/ Selection Criteria**

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| **MERIT FACTORS** | **JOB COMPETENCY** | **DESCRIPTOR** |
| **SKILLS AND ABILITIES** | 1. Communication / Presentation Skills 2. Driving Skills 3. Basic problem solving skills | * Communicate clearly in written and verbal * Conveys and reports basic information on operational requirements and related issues * Good knowledge about transportation law and good traffic judgment * Familiarize with the location especially in rural areas * Demonstrate basic problem solving techniques and common sense approach in problematic matters * Understand and explain in a logic manner actions taken when dealing with a common problem. * Understand operational tasks and being able to resolve on the spot basic issues on operations. |
| **PERSONAL ATTRIBUTES** | 1. Commitment and Personal Drive  2.Integrity  3. Reliability | * Shows ability to work in team and sharing knowledge and accepts responsibilities. * Must be a self-motived and highly organized individual. * Must be willing and able to live away from home if required. * Work and act in a professional manner in carrying out duties and responsibilities at all times. * Adhere to PSC values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness at all times. Must be a trustworthy individual.Seeks feedback from respective supervisor, both negative and positive, for own performance * Punctual, honest and adheres to confidentiality of collected statistical information from households * Be dependent upon to work unsupervised during field work at all times |
| **EXPERIENCE AND PAST PERFORMANCE** | At least two years working experience | Must have a valid driver’s license and a clean police record   * Must know the traffic rules and adhered to traffic laws and regulations at all times |
| **QUALIFICATIONS (Academic/ Training)** | MinimumSC pass | English and Samoan or related field |