

POSITION TITLE – TRANSPORT OFFICER

Job description

Location: Port Moresby

Reporting to: Finance Manager

Travel: Domestic

Status: 2 years contract, renewable

Overall responsibility

The Transport Officer is primarily engaged to support the daily transport and administrative requirements of Caritas PNG.

Main tasks and duties

- Maintain vehicle safety and compliance
- Conduct routine checks including regular upkeep
- Schedule appointments for general service or maintenance
- Maintain vehicle logbooks
- Provide timely and secure transportation of staff for official duties
- Support finance and administrative deliverables as required
- Perform other duties and responsibilities as assigned by the Finance Manager and/or National Director

Selection criteria

Essential

- Must have a Class 6 Drivers License
- Basic mechanical knowledge and skills
- Good communication skills
- Experience in a similar role
- Good sober habits
- Commitment to the principles and values of Caritas PNG and the Catholic Church

Desirable

- Ability to work long hours and on short notice
- Other relevant professional knowledge and skills
- Current police clearance certificate

Application

Write a cover letter indicating why you wish to work with Caritas PNG and attach a copy of your current CV.

Compliance with our Child Protection Policy is required.

You may email your Application to: cbchr@catholic.org.pg (cc: info@caritas.org.pg)

Only shortlisted candidates will be contacted. Applications close on Friday 22nd September 2023.