



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 226 **OSC Ref. C. 6272¹⁴**

16th September, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Driver (LMO/DR1) (Vacant)** in the **Office of the Prime Minister**, salary range \$10,749 - \$12,771 per week.

Job Purpose

Under the direction of the Transport Manager, the incumbent undertakes the collection and delivery of mail and documents on behalf of the Ministry, transports staff and equipment to and from assignments, and conducts routine daily/weekly maintenance of the vehicle.

Key Responsibilities

- Collects and delivers mail on behalf of the Ministry as directed;
- Transports staff to and from assignments as requested;
- Assists technical staff in ensuring equipment is transported and set-up at the necessary locations;
- Completes and submits daily assignment log;
- Records data for fuel and oil requested on Daily Assignment Record;
- Ensures that all documents (Insurance, Fitness Certificate etc.) are current and that they are kept in the vehicle;
- Ensures that motor vehicle is logged out and in daily;
- Conducts routine maintenance of vehicle by checking engine oil, brake fluid etc. on a regular basis;
- Reports mechanical and other defects of vehicle to Supervisor;
- Takes vehicle to garage for repairs and to the Examination Depot for certification of fitness;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Good oral and written skills
- Excellent interpersonal skills
- Excellent defensive driving skills
- Knowledge of basic motor vehicle
- Excellent time management skills

Minimum Required Qualification and Experience

- Completion of secondary level education;
- General driver's license no less than 7,000 kg;
- Approval to operate motor vehicle from D.E.M.S;
- At least three (3) years' experience in a similar position.

Applications accompanied by résumés should be submitted **no later than Tuesday, 29th September, 2020 to:**

**Senior Director
Human Resource Development and Management
Office of the Prime Minister
1 Devon Road
Kingston 10.**

Email: jobs@opm.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**