

OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 40
OSC Ref. C. 4515/S3

28th January, 2021

RE-ADVERTISEMENT

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the post of **Driver (LMO/DR 2) – (Vacant)** in the **Human Resource Management and Administration Unit, Court Administration Division (CAD), Supreme Court**, salary range \$11,704 - \$14,098 per week.

Job Purpose

Under the supervision of the Transport Manager, the incumbent will be responsible for ensuring that the assigned vehicle is properly maintained and utilized in the delivery of mails and goods on behalf of the Division, transporting staff to and from assignments.

Key Responsibilities

Technical/Professional:

- Transports designated staff to assigned locations;
- Keeps an account of items in the Mobile Unit;
- Collects resource material and delivers mail island-wide;
- Loads and unloads goods/equipment;
- Maintains and updates the Driver's Log Sheet;
- Inspects and advises supervisor on motor vehicle condition;
- Submits reports on any motor vehicle defects/accidents;
- Ensures the proper usage and care of assigned motor vehicle;
- Performs any other duties as assigned.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Working knowledge of auto-mechanics
- Ability to work in teams
- Keen eye for details

Technical:

- Excellent knowledge of Jamaica road code
- Excellent dexterity skills
- Good knowledge of Jamaica road network
- Excellent customer service skills

Minimum Required Qualification and Experience

- Secondary school education;
- Five (5) years driving experience.
- Basic training in Auto Mechanics would be an asset.

Special Conditions Associated with the Job

- Extensive driving/travelling, also to rural parishes;
- Will be required to work on weekends and late nights;

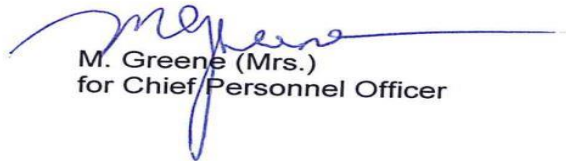
- Must possess a valid General Driver's Licence and able to drive vehicle weighing 7000lbs.

Applications accompanied by résumés should be submitted **no later than Wednesday, 10th February, 2021 to:**

Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers
25 Dominica Drive
Kingston 5

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.



M. Greene (Mrs.)
for Chief Personnel Officer