



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 211**

**OSC Ref. C. 4858<sup>39</sup>**

28<sup>th</sup> June, 2021

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 **vacant** post of **Driver 1 (LMO/DR 1)**, in the **Facilities and Property Management/Transport and Fleet Management Division, Ministry of Agriculture and Fisheries**, salary range \$10,749 - \$12,771 per week.

### **Job Purpose**

Under the supervision of the Transport Manager, the Driver 1 (LMO/DR 1) undertakes the collection and delivery of mails and documents on behalf of the Ministry; transports staff to and from assignments and conducts routine daily/weekly maintenance of the vehicle.

### **Key Responsibilities**

- Transports goods/materials from the Ministry to location around town;
- Transports farm products for export from locations islandwide;
- Collects and signs for fuel and oil and accounts for all receipts for fuel received;
- Assists in loading and unloading trucks occasionally;
- Checks the vehicles' braking and signaling systems;
- Checks the operating levels of oils, water/coolant, brake fluid and air pressure for air brake;
- Checks that spare tyres, tools and jack are in place;
- Changes and replaces puncture tyre on the Unit before driving;
- Verifies that the vehicle is regularly serviced and maintained;
- Reports all defects, deficiencies, shortage or damage to the Transport Manager;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles;
- Prepares reports giving details on accidents the vehicle assigned is involved in;
- Performs any other related duties which may be assigned.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Good oral and written communication skills
- Good interpersonal skills
- Good time management skills
- Good problem solving and decision making skills
- Good customer and quality focus skills
- Conflict management skills
- Ability to work on own initiative
- Excellent vision

#### **Technical:**

- Excellent defensive driving skills.
- Proficient in basic mechanics.
- Knowledge of the operations of Government
- Knowledge of the Ministry's policies and procedures
- Knowledge of the Road Code
- Report writing skills

**Minimum Required Qualification and Experience**

- Completion of Secondary Level education
- Possession of a General Driver's Licence;
- Approval to operate motor vehicle from National Works Agency;
- Three (3) years' experience in a similar position.

Applications accompanied by résumés should be submitted **no later than Friday, 9<sup>th</sup> July, 2021 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

Email: [hrm@moa.gov.jm](mailto:hrm@moa.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.**



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