



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
WEBSITE: www.osc.gov.jm

CIRCULAR No. 192
OSC Ref. C.4858³⁹

14th 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 (LMO/DR 2) - two (2) positions** in the **Research and Development Division, Bodles, Old Harbour, Ministry of Agriculture and Fisheries**, salary range \$12,289 - \$14,803 per week.

Job Purpose

Under the supervision of the Operation Manager (SOG/ST 6), the Driver (LMO/DR 2) is responsible for ensuring that the tractor assigned is properly maintained.

Key Responsibilities

- Monitors and maintains equipment;
- Prepares land;
- Prepares report;
- Transports goods and livestock;
- Ensures that lawns are cut and debris heaped and properly disposed;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Strong customer relations skills
- Good problem solving and conflict management skills
- Good organizing skills
- Good time management skills
- Team work and co-operation

Technical:

- Excellent defence driving skills
- Excellent knowledge of driving codes
- Proficient in basic Mechanics
- Knowledge of basic motor vehicle maintenance
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- Completion of Secondary level education;
- Possession of a General Driver's License;
- Should be able to pass drivers' test from National Works Agency;
- Three (3) years' experience in a similar position.

Special Conditions Associated with the Job

- Must be the holder of a General Driver's License;
- Must be able to operate a tractor.

Applications accompanied by résumés should be submitted **no later than Friday, 25th June, 2021 to:**

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

Email: 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.

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

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