



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 84
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24th February, 2022

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 **Assistant Transport Officer (GMG/AM 2) – (Not Vacant)** in the **Administration and Special Services Division, Office of the Prime Minister (OPM)**, salary range \$1,025,878 - \$1,219,446 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Transport Manager, the Assistant Transport Officer is responsible for providing assistance to the Transport Manager in the oversight and maintenance of the fleet of vehicles for the Office of the Prime Minister and the Office of the Cabinet.

The Assistant Transport Officer will work closely with the Transport Manager to ensure safe, effective, efficient and responsive service delivery within the Office of the Prime Minister and the Office of the Cabinet.

Key Responsibilities

Technical/Professional:

- Recommends route maps to ensure efficiency in the mail delivery process;
- Assists in the maintenance of Daily Assignment Logbook and Defects Logbook;
- Assists in the maintenance of vehicle records, including Registration Certificates, Certificates of Fitness, Insurance Policies, Inspection Schedules/Service Schedule;
- Conducts periodic inspections of motor vehicles;
- Assists in the management of fuel;
- Monitors Maintenance Schedules for vehicles and initiates procedures to have the vehicles serviced in a timely manner;
- Assists the Transport Manager with ongoing orientation, training and evaluation of Drivers and reports any concerns to the Manager for necessary action;
- Provides input to the development and implementation of Transport policies and strategies to improve operations;
- Sensitizes Drivers to ensure an awareness of the Administrative Procedures pertinent to the Transportation Function and reports any area of concern and non-compliance to the Transport Manager;
- Assists in the management of the investigation and reporting process for vehicles involved in accidents;
- Makes recommendations to improve safety procedures; promotes safe work practices in accordance with Occupational Health and Safety and the Manager's directives;
- Advises the Transport Manager of malfunctioning vehicles;
- Prepares reports as requested by the Transport Manager.

Management/Administrative:

- Manages the operations of the Unit during absence of the Transport Manager;
- Assists in the preparation of Quarterly Motor Vehicle Operational Efficiency Reports (fuel and mileage);
- Participates in the formulation/development of the Strategic/Corporate Plans and Budget for the Unit;
- Assists in the preparation of Operational Plans and Work Plans for the Unit;
- Participates in Monthly, Quarterly, Annual Performance Review and reporting meetings for the Unit;
- Sensitizes staff to ensure awareness of and adherence to the policies, procedures and regulations which guide the operations of the Ministry, Division and the Unit;
- Co-ordinates the preparation of requisitions for the payment related to insurance, maintenance and servicing of vehicles;
- Assists in the preparation of Highway Toll, Report and other document to fund the accounts as required;

- Conducts routine checks on fleet vehicles as per schedule;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills
- Excellent time management, planning and organizing skills
- Excellent judgment, decision-making and problem-solving skills
- Ability to work under pressure and to deal with challenging and sensitive situations
- Computer skills with knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of Government of Jamaica Transport legislation and procedures
- Knowledge of motor vehicle mechanics

Minimum Required Qualification and Experience

- Associate Degree in Business/Public Administration or equivalent from an accredited institution;
- Three (3) years' experience in a similar position.

Special Conditions Associated with Job

- Required to work beyond normal working hours and weekends, whenever the need arises;
- Must have a valid Driver's License.

Applications accompanied by résumés should be submitted **no later than Thursday, 10th March, 2022 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.



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