



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 188**  
**OSC Ref. C. 4858<sup>42</sup>**

16<sup>th</sup> May, 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 fill the **vacant** post of **Driver (LMO/DR 1)** in the **Veterinary Services Division, Ministry of Agriculture and Fisheries**, salary range \$11,179 - \$13,282 per week and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervisor of the Administrator, the Driver (LMO/DR 1) is responsible to carry out general transportation assignments, delivers and collects mails and prepares reports and maintenance records as it relates to the operation of the vehicle and ensures that it is road worthy.

### **Key Responsibilities**

#### **Technical/Professional**

- Operates vehicles and ensures it is properly maintained;
- Writes Daily Log of transportation duties assigned;
- Prepares reports as required from time to time;
- Transports officers to required destinations;
- Collects and delivers mails as directed;
- Transports goods and equipment as required;
- Performs any other related duties as directed by Director, Veterinary Services or Administrator.

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

#### **Core**

- Good interpersonal skills
- Good oral and written communication skills
- Good customer relations and quality focus skills
- Good problem solving and conflict management skills
- Good time management skills

#### **Technical**

- Excellent driving skills
- Proficient in basic mechanics
- Ability to exercise good judgment
- Good knowledge of the road network in Jamaica
- Knowledge of basic motor vehicle maintenance
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Excellent defensive driving skills

### **Minimum Required Education and Experience**

- Completion of Secondary level education
- Possession of a valid General Driver's License
- Three (3) years' experience in similar position
- Required approval/licence from National Works Agency/D.E.M.S

### **Special Condition Associated with the Job**

- Extensive travelling

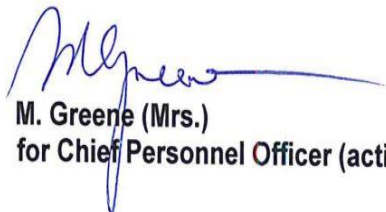
Applications accompanied by résumés should be submitted **no later than Monday, 30<sup>th</sup> May, 2022 to:**

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

E-mail: [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.**



M. Greene (Mrs.)  
for Chief Personnel Officer (acting)