



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 407 **OSC Ref. C. 4858⁴⁴**

23rd September, 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) (2 posts)** in the **Veterinary Services Division, Ministry of Agriculture and Fisheries**, salary range \$11,179 - \$13,288 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, 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 or oil, 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, shortages or damages 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 assigned from time to time.

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
- 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 Education and Experience

- Completion of Secondary level education;
- Holder of a valid General Driver's Licence;
- Approval to operate motor vehicle from the Island Traffic Authority;

- Ability to read and write legibly;
- Three (3) years' experience in similar position.

Applications accompanied by résumés should be submitted **no later than Thursday, 6th October, 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

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**