



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. 451 **OSC Ref. C.6222¹⁰**

20th October, 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 following **vacant** posts in the **Post and Telecommunications Department**:

1. **Director, Organizational Development and Performance Management (GMG/SEG 3)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
2. **Technical Co-ordinator (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
3. **Senior Human Resource Officer (Recruitment and Contract Administration) (GMG/SEG 1)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.
4. **Branch Manager 3 (PTO/PMA 3) – Middle Quarters Post Office**, salary range \$1,088,756 – \$1,294,189 per annum and any allowance(s) attached to the post.
5. **Driver 2 (LMO/DR 2)**, \$12,289 – \$14,803 per week.

1. **Director, Organizational Development and Performance Management (GMG/SEG 3)**

Job Purpose

The Director, Organizational Development and Performance Management is responsible for: -

- Co-ordinating activities for the development, implementation and integration of strategies for the Department's development at the organizational, divisional and individual levels, leading to a more efficient and effective workforce and utilization of Human Resources.
- Co-ordinating and managing activities for the Performance Management Appraisal Process/Performance Management and Appraisal System (PMAS)/Employee Performance Management System (EPMS) of the Department to improve performance at the organizational, divisional and individual levels.
- Developing and implementing the execution of a framework for modernisation/organizational review initiatives within the Department.

Key Responsibilities

Management/Administrative:

- Assists with the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Plans, directs and monitors the work of the Organizational Development and Performance Management (OD & PM) Section by developing its Unit Plan and Budget and ensuring that direct reports' Individual Work Plans are prepared;
- Prepares Individual Work Plan;
- Manages the daily operations of the OD & PM Section to consistently provide a high level of service to clients;
- Prepares and submits status and other reports as requested;
- Provides guidance/advice to the Postmaster General, Director, HRMD and other personnel on Organizational Development and Performance Management matters;
- Represents the Department at meetings/conferences and other fora as directed.

Technical/Professional:

- Conducts (use of surveys, focus groups and other relevant methodologies) organizational needs assessments to determine organizational readiness for change;
- Identifies and communicates the compelling need for change/improvement by being an advocate for positive change and improvement within the Organization;

- Collaborates with management to develop and employ Change Management strategies;
- Analyzes change initiatives and recommends strategies for corrective action where necessary;
- Recommends and works collaboratively with stakeholders to find creative solutions that drive staff attraction, engagement and retention;
- Recommends, co-ordinates and participates in creating leadership and staff development strategies and programmes and a culture of continuous learning aligned with the Organization's Strategic Direction;
- Recommends solutions to problems identified including changes to the Department's organization structure, systems, processes and Office Layout;
- Collaborates with key stakeholders to develop and maintain Human Resource systems (policies and standard operating procedures);
- Examines relevant statutes, regulations, reports and directives related to the Department to determine its functional responsibility in keeping with legislative framework;
- Conducts job analysis and develops and maintains Job Descriptions and Terms of References;
- Conducts desk audits to validate job responsibilities and duties;
- Ensures the preparation and maintenance of functional profiles and organizational charts for the Department and its Divisions;
- Conducts Post Audits of the Civil Service Establishment Act and makes recommendations to the Ministry of Finance and the Public Service (MOFPS) in keeping with changes in the machinery of Government;
- Reviews the Organization's structure and makes recommendations to align it with the strategic objectives of the Department;
- Prepares proposals for organizational reviews in keeping with achieving the goals of the Department and liaises with MOFPS to consider proposals made;
- Assists with the implementation of recommendations from studies and consultancy outputs to ensure that value for money is achieved;
- Assists with designing and implementing mechanisms for evaluating employees' satisfaction and recommends programmes to improve areas of dissatisfaction critical to the effective operation of the Organization;
- Assists with career guidance and counselling;
- Provides advice to management and other staff on organizational development and performance management issues/matters.
- Manages Performance Management and Appraisal for staff in the Department;
- Manages the implementation and administration of the PMAS/EPMS within the Department with the support of the Employee Performance Management Team (EPMAT) and the Core Project Team (CPT) by:-
 - Co-ordinating and participating in the development as well as the maintenance of the requisite PMAS documents such as the Change Management, Communication and Training Plans
 - Co-ordinating, conducting and participating in PMAS Sensitization Sessions
 - Co-ordinating and participating in the development and maintenance of the Department's Competency Framework
 - Maintaining Job Descriptions in keeping with the Department's Competency Framework
 - Providing assistance to Divisional Managers and staff in preparing Unit and Individual Work Plans
 - Co-ordinating and participating in the development and maintenance of a Rewards and Recognition Policy for the Department
 - Co-ordinating the establishment of and chairing Rewards and Recognition Committee
 - Co-ordinating and participating in the development and maintenance of Standard Operating Procedures for the processing of Appraisal Forms
 - Ensuring the development and maintenance of a PMAS/EPMS Database
 - Preparing PMAS/EPMS reports for submission to the relevant stakeholders
 - Liaising with and providing assistance to Heads of Divisions regarding the Performance Management and Appraisal Process
 - Ensuring the development of systems to maintain PMAS/EPMS records

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Unit;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;

- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Other:

- Serves on designated Management Committees in the Department;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of GoJ's Budget Management process
- Sound Knowledge of current trends in organizational development and Performance Management
- Sound Knowledge of Research and data analysis techniques
- Sound Knowledge of management processes, Performance Management Systems and techniques, systems analysis, job analysis, writing Job Descriptions and Work Plans
- Excellent oral and written communication skills
- Sound planning and organizing skills
- Good interpersonal skills
- Sound problem-solving and decision- making skills

Minimum Required Qualification and Experience

- Undergraduate Degree in Public Administration, Management Studies, Human Resource Management/Development, Business Administration or a related field from an accredited tertiary institution;
- Four (4) years' experience in Human Resource Management and Development at the middle management level in an organization of similar size and complexity;
- Specialized training in Management Analysis, Performance Management and Appraisal Systems and Change Management would be an asset.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment, computers and attending sessions;
- Required to travel island wide;
- May be required to travel overseas.

2. Technical Co-ordinator (GMG/SEG 2)

Job Purpose

The Technical Co-ordinator is responsible for providing support in the co-ordination, development, implementation and monitoring of technical related policies, plans, projects, programmes of the Department, to ensure that the related responsibilities of the Postmaster General (PMG) are executed efficiently and effectively.

Key Responsibilities

Management/Administrative:

- Co-ordinates and participates in the preparation of the Operational Plan and Budget for the Executive Office;
- Prepares Individual Work Plan;
- Follows-up to ensure that all Performance Reports are prepared and reviewed for the attention of the PMG;
- Reviews and assesses the output of the PMG's Office against Corporate and Operational Plans and makes recommendations for adjustments where changes are indicated;
- Manages matters related to local, regional and international affairs which are presented for the attention of the PMG's Office and ensures accurate and timely action;
- Guides the development, implementation and maintenance of appropriate Communication, Information and Records Management Systems that facilitate timely and accessible information from the PMG's Office;
- Ensures that all administrative matters for the Office are administered effectively and makes recommendations for improvements as may be required;

- Ensures the smooth operations of the Office in the absence of the PMG;
- Proactively prioritises conflicting needs, ensuring that same are handled expeditiously and are followed through to successful completion;
- Assists with the co-ordination of Senior and other Management Team Meetings;
- Represents the Department at local, regional and international fora (meetings, delegations, conferences, symposiums and conventions) as required.

Technical/Professional:

- Liaises with the appropriate Ministries, Departments and Agencies (MDAs) (including, but not limited to the Attorney General's Chambers and Cabinet Office) to elicit advice/feedback on matters affecting the Department;
- Monitors responses to queries from the Auditor General, Public Procurement Commission and the Integrity Commission by communicating with relevant officers in the PTD and ensures the provision of prompt and accurate information and data;
- Monitors responses to questions posed in the House of Representatives and Motions raised in the Senate, ensuring that responses conform to the required format and that the PMG is provided with accurate information for dissemination to the Ministry;
- Interacts/Networks directly with Ministers of Government, Permanent Secretaries, Directors General, Heads of Agencies and Senior Officials of Government, to ensure that matters in relation to the work of the Department are expeditiously undertaken/addressed;
- Examines and assures quality of submissions to Cabinet on behalf of the Department;
- Prepares Cabinet Submissions and Cabinet Notes on behalf of the PMG;
- Examines and quality assures Annual Reports and other statutory reports for the Department;
- Examines and quality assures documents prepared by Senior Managers for the signature of the PMG;
- Researches, prepares and submits Position Papers, Reports, Briefs and Meeting Agendas as required;
- Responds to queries by analyzing reports and preparing responses accordingly;
- Routes and obtains timely responses to requests to Senior Managers for comments, reports and Briefs, for the attention of the Permanent Secretary;
- Co-ordinates and collaborates with other Activity Managers in the Department on projects and assignments, to ensure timely responses;
- Manages short-term projects being managed by the Department;
- Liaises with MDAs, regional and other international bodies/institutions to facilitate follow-up and ensures the timely and informed implementation of decisions;
- Participates in the preparation for visits by regional and international Heads of State and other official events as required at the level of the Department;
- Prepares Speeches and Speaking Notes as requested by the PMG;
- Reviews Procurement Requisitions and supporting documents for the signature of the PMG;
- Responds generally to the demands of the Office of the PMG.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary;
- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource procedures and policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, coaching, training and mentoring;
- Takes steps to address the welfare and developmental needs of staff;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service and Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Required Knowledge, Skills and Competencies

- Ability to think and act strategically across a wide range of functions
- Ability to multitask, work under pressure and meet tight deadlines
- In-depth, up-to-date knowledge of Government's priorities of the day
- Ability to exercise sound judgement and conviction of purpose in unfavourable or unpopular situations
- Ability to interface with senior Government Officials both locally and internationally
- Manages high level of diplomacy
- Excellent research skills
- Good knowledge of Government Systems and related Operational Policies
- Good interpersonal skills
- Good oral and written communication skills

- Good planning and organizing skills
- Good problem-solving and decision-making skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Sector Management/Public Administration or Business Administration or related area from an accredited tertiary institution;
- Five (5) years' experience in a similar position in the Public or Private Sector, in an organisation of similar size and complexity;
- Certification/Experience in Project Management would be an asset.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- May be required to travel locally and overseas in the execution of official duties.

3. Senior Human Resource Officer (Recruitment and Contract Administration) (GMG/SEG 1)

Job Purpose

The Senior Human Resource Officer, Recruitment and Contract Administration is responsible for the management and administration of recruitment and selection and Contract Administration activities for the Department's Postal Agents, Courtesy Officers and other staff engaged contracts. The incumbent will also execute contract administration activities for the Postal Corporation of Jamaica.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Branch's Business/Strategic and Operational Plans and Budget;
- Participates in the development of the Human Resource Management's Section Plan;
- Prepares Individual Work Plan;
- Prepares and submits activity/performance and other reports as required;
- Represents the Department at meetings/conferences and other fora as directed;
- Keeps abreast of trends and changes in strategic staffing and makes recommendations for their adoption where necessary to enhance the Department's Human Resource service delivery.

Technical/Professional:

- Participates in the development and implementation of the Department's Recruitment and Selection Programme;
- Participates in the Department's Orientation Programme;
- Advises Postal Agents, Courtesy Officers and other Contract Staff on Human Resource policies and procedures;
- Computes and processes all types of leave; prepares Leave Records and approval/non-approval letters for Postal Agents, Courtesy Officers and other Contract Staff;
- Ensures that the Leave Records for the Postal Agents, Courtesy Officers and other Contract Staff are kept up-to-date and are easily retrievable;
- Checks and responds to Postal Agents, Courtesy Officers and other Contract Staff queries/concerns regarding leave eligibility;
- Prepares and circulates notices to Postal Agents, Courtesy Officers and other Contract Staff regarding their maximum of Vacation Leave eligibility;
- Prepares Final Leave Computations in respect of Postal Agents, Courtesy Officers and Contract Staff for resignation for submission to the relevant stakeholders for verification and payment as required;
- Collaborates with Regional Managers, co-ordinates and participates in the recruitment and selection of Postal Agents, Courtesy Officers and other Contract Staff by:-
 - Developing and maintaining of a Recruitment and Selection Schedule for each category
 - Preparing and referring advertisements to the Director, Human Resource Management and Development (HRMD) for review and circulates approved document to the Office of the Services Commissions (OSC) or other medium for appropriate action
 - Preparing letters/correspondence to all shortlisted applicants and Offer Letters to successful candidates

- Verifying the authenticity of employments documents submitted by candidates
- Ensuring the co-ordination of activities for Assessment Centres such as ensuring logistics arrangements (meeting room, refreshment, online platforms, etc.) and participants are properly notified
- Ensuring the preparation of Interview Assessment Sheets and packages for panel members
- Serving as interview panellist
- Liaising with candidates and informs them of date and time of interviews as well as providing them with the relevant information to facilitate easy access to the interview
- Tallying results from interviews and assessment centres and submits final report to the Director, HRMD for review and directives on next steps
- Requesting Referee Reports and follow-up with requests
- Submitting requests to Jamaica Constabulary Force for Vetting/Background Checks to be conducted on prospective employees.
- Prepares submissions for the employment of successful candidates to the Human Resource Executive Committee (HREC) for consideration;
- Prepares correspondence to seek approval for contractual engagements from the Ministry of Finance and the Public Service;
- Prepares Employment Contracts for submission to the Legal Officer for review and finalization;
- Ensures that Employment Contracts are properly signed and witnessed;
- Processes requests for gratuity payments;
- Co-ordinates and conducts Exit Interviews;
- Ensures the processing of resignations and that the necessary steps are taken to recover indebtedness;
- Assists with the recruitment and selection of other categories of staff within the Department.

Required Knowledge, Skills and Competencies

- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guides the delivery of HRMD services
- Knowledge of Government of Jamaica recruitment and selection practices.
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Ability to work with others in the pursuit of team goals

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution;
- Three (3) years' experience in Human Resource Management, preferably in the Public Sector, in an organization of similar size and complexity.

4. Branch Manager 3 (PTO/PMA 3)

Job Purpose

Under the direct supervision of the Regional Manager, the Branch Manager 3 directs, co-ordinates and manages the operations of the Post Office effectively and efficiently. The incumbent is responsible for the management of (the suite of services offered) mail and parcels and undertakes the custody and accounting for cash and stock of postage stamps and other items of value.

Key Responsibilities

Management/Administrative:

- Participates in the development of the Corporate, Operational and Unit Plans and its accompanying capital and recurrent Budget for the Division;
- Collaborates with the Regional Manager to develop the Post Office Operational and Unit Plans and Budget;
- Prepares Individual Work Plan in collaboration with Supervisor;
- Assists with the development, implementation and review of the Post Office Standard Operation Procedural Manual and ensures compliance with stipulated guidelines;
- Participates in the preparation of World Post Day activities;
- Certifies travel claims for officers under supervision;

- Provides leadership and direction to staff to ensure organizational standards and policies are maintained and followed;
- Makes proper arrangements for daily opening and closing of office, and the custody of key(s);
- Attends Departmental meetings and reports on (Postal Branch) Post Office activities and provide feedback to Staff;
- Convenes staff meetings to ensure effective and efficient management in the (Postal Branch)Post Office;
- Advises and makes recommendations to the Regional Manager on the development of the Post Office;
- Advises Regional Manager on activities affecting the (Postal Branch) Post Office;
- Liaises with Members of Parliament in the constituency in relation to the (Postal Branch) Post Office;
- Keeps abreast with trends and best practices in Postal Management and Operations;
- Represents the Department at fora, conferences, meetings and seminars, disseminates information/knowledge gained to Staff and implement change where necessary.

Technical/Professional:

- Ensures prompt and accurate dispatch of mail to feeder Post Offices and Central Sorting Office by monitoring Mail Drivers and Motor Bike raider arrivals; to dispatch and sign off on claims;
- Acts as custodian for all Main Stock Cash, Stamps and valuables assign to the Post Office and securing item in the vault on behalf of the Postmaster General in accordance with the FAA Act regulations;
- Prepares for submission Cash Book Statements of Revenue and Expenditure, Daily Mail Statistics and Monthly Reports of all transaction to the Regional Manager and the Senior Director, Finance;
- Prepares Cash Statements of receipts and expenditures and submits to the Regional Manager;
- Ensures dual custody check of all cash, stock and valuables received against remittance advice;
- Manages the stock level and imprest in staff's possession ensuring that there is adequate imprest and stock at all times;
- Conducts routine checks of Imprest and stock held by staff to ensure that there is no misappropriation of funds;
- Ensures that results of audits/checks are properly recorded and that staff signs and dates same;
- Collects revenues daily and make daily deposits to the Postmaster General's Account directly or by registered mail;
- Records the receipts and disbursement of Imprest, cash and stock daily;
- Reconciles and balances the revenue, deposit and commercial services book daily;
- Maintains an up-to-date Till Book by recording Imprest and stock assigned to staff and ensures custodians sign for all valuables on a monthly basis;
- Remits excess cash to the Miscellaneous Revenue Account in the Finance and Accounts Branch and makes notation in the appropriate Register/Book;
- Ensures that shortages are rectified to reflect the correct balance of monies received with immediate effect;
- Maintains an up-to-date Receipt Book Register;
- Ensures that all official records for the assigned Post Office are maintained appropriately;
- Supervises activities pertaining to PATH payments; assists with PATH payment and reconcile statements;
- Monitors and reviews information entered on the Automated Track and Trace Systems regarding letters and parcels and makes the required changes were necessary;
- Supervises the collection of revenue for Private Letter Boxes and operations ensuring that the revenue collected are recorded in the appropriate book and receipts are issued;
- Collects, collates and safeguards information, data and evidence in all its various forms and disseminates to those authorized on a need to have, know basis;
- Initiates investigations solely and or co-operatively into breaches of, but not limited to, the State's, Government's and the Department's various rules and regulations, FAA Act, illegal activities and misuse within the Nation's Postal System;
- Provides support to training development and implementation;
- Provides support in the monitoring and assessment of customer satisfaction;
- Assists with the continuous review of Postmen Districts.

Human Resource Management:

- Participates in recruitment, transfer and, promotion of staff;
- Ensures the developmental and welfare needs of the staff are identified and addressed;
- Reviews, monitors and evaluates the performance of staff and recommends corrective actions where necessary;

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Post Office and the Department's goals;
- Fosters an atmosphere of trust, high ethical and confidentiality standards
- Administers, in conjunction with the Human Resource Management Unit, the discipline of staff at the Post Office;
- Engages in local Succession Planning with a view to support Human Resource strategic objectives;
- Ensures that the Attendance Register is maintained and that Attendance Reports, involving all staff are prepared and submitted;
- Manages Departmental/Casual and Sick leave in accordance with the Staff Orders and internal guidelines;
- Approves/recommends Vacation Leave for staff as appropriate and ensures submission to the Regional Manager and the Human Resource Management and Development Branch;
- Ensures that direct reports are informed of organizational policies, procedures and standards;
- Deploys staff to meet the changing workflow to ensure staff is effectively utilized and productivity optimized;
- Performs any other related duties that may be assigned by Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of UPU Standards
- Knowledge of Post Office Act (1941)
- Knowledge of Post Industry and its Operations
- Knowledge of the Government/Department's policies and procedure
- Knowledge of the FAA Act
- Knowledge of the Staff Orders and the Public Service Regulations
- Sound knowledge of accounting principles and practices
- Sound knowledge of Records Management
- Excellent oral and written communications skills
- Customer Service and interpersonal skills
- Good leadership skills

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or related field from an accredited tertiary institution;
 - Two (2) years' related experience at a supervisory level.
- OR**
- National Council on Technical and Vocational Education and Training (NCTVET) - Business Administration Level 3;
 - Three (3) years' related experience at a supervisory level;
 - Certificate in Customer Service (1 year course) would be an asset;
 - Certificate in Supervisory Management (1 year course) would be an asset.

Special Conditions Associated with the Job

- High Risk Environment;
- Exposure to large sums of money;
- Exposure to criminal activities with local, regional and international reach.

5. Driver 2 (LMO/DR 2)

Job Purpose

Under the direction of the Transport Manager, the Driver 2 (LMO/DR 2) will be responsible for conveying materials, parcels, equipment, and staff of the organization to scheduled locations in a safe, efficient and secure manner, as well as going on errands as deem necessary.

Key Responsibilities

Technical/Professional:

- Collaborates with Supervisors in the preparation and sign Individual Work Plan;
- Transports designated staff to assigned locations;

- Collects resource material and deliver internal mails to various offices and keeps and account of items in the Mobile Unit;
- Loads and unloads goods/equipment;
- Maintains and updates the Driver's Log Sheet;
- Inspects and advises supervisor on motor vehicle condition;
- Submits reports on any motor vehicle defects/accidents;
- Ensures the proper usage and care of assigned motor vehicle;
- Collects and signs for fuel, oil where necessary and accounts for all receipts for fuel received;
- Checks the vehicle each morning to ensure that the Braking and Signaling Systems are functioning properly, and the oils, water coolant, brake fluid or oil, air pressure for air brake are at operating levels;
- Checks that spare tires, tools and jack are in place and ensures that any puncture tyre on the unit is changed before Driving Unit;
- Ensures that the vehicle is regularly serviced and maintained as required;
- Reports all defects, deficiencies, shortage or damage discovered to the relevant personnel promptly;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles;
- Assists with the transportation of mail from Head Office to locations in the Corporate Area;
- Assists in loading and unloading vehicles occasionally;
- Performs any other related duties that may be assigned by the Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Jamaican road codes
- Excellent dexterity skills
- Good knowledge of Jamaica road network
- Working knowledge of auto-mechanics

Minimum Required Qualification and Experience

- Secondary school education;
- Basic training in Auto Mechanics;
- Valid General driver's licence and able to drive vehicle weighing 7000lbs with at least five (5) years driving experience.

Special Conditions Associated with the Job

- Extensive driving island wide;
- Lifting of items.

Applications accompanied by résumés should be submitted **no later than Wednesday, 2nd November, 2022 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

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**