



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 163**

### **OSC Ref. C. 4858<sup>45</sup>**

12<sup>th</sup> April, 2023

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 1 (LMO/DR 1) (Vacant)** in the **Research and Development Division, Montpelier Research Station, St. James, Ministry of Agriculture and Fisheries**, salary range \$20,081 - \$27,007 per week.

### **Job Purpose**

Under the supervision of the Senior Research Director, the Driver 1 undertakes the collection and delivery of mails and documents on behalf of the Station; transports staff to and from assignments and conducts routine daily/weekly maintenance of the vehicle.

### **Key Responsibilities**

- Transports goods/materials from the station to location around town;
- Transports farm products for export from locations Island wide;
- Collects and signs for fuel, oil where necessary accounting for all receipts for fuel received;
- Assists in loading and unloading trucks occasionally;
- 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 tyres, 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 Transport Manager promptly;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles.

### **Other:**

- Reports any defects or damages done to the vehicle assigned;
- Prepares reports giving details on accidents the vehicle assigned is involved in;
- Performs any other related duties, which may be 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 conflict management skills
- Good customer and quality focus skills
- Ability to use own initiative

#### **Technical:**

- Excellent defensive driving skills
- 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 Education and Experience**

- Completion of Secondary Level Education;
- Possession of a General Driver's License;
- Three (3) years' experience in a similar position;
- Ability to read and write legibly;

- Required approval to operate motor vehicle from the Island Traffic Authority.

Applications accompanied by résumés should be submitted **no later than Tuesday, 25<sup>th</sup> April, 2023 to:**

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

**E-mail: [jobopportunities@moa.gov.jm](mailto:jobopportunities@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**