



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 465**  
**OSC Ref. C. 4858<sup>45</sup>**

**2<sup>nd</sup> November, 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 (LMO/DR 1) (4 posts) – in Transportation & Fleet Management Section, in the Ministry of Agriculture, Fisheries and Mining** salary range \$20,081 - \$27,007 per week.

**Job Purpose**

Under the supervision of the Transportation & Fleet Management Officer (GMG/AM 4), 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 signalling 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, shortage or damage 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.

**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
- Possession of a valid General Driver's License
- Three (3) years' experience in a similar position
- Required approval from the Island Traffic Authority

**Special Conditions Associated with the Job**

- Extensive travelling

Applications accompanied by résumés should be submitted **no later than Wednesday, 15<sup>th</sup> November, 2023 to:**

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

Email: [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