



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 466

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2nd 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)** in the **Veterinary Services Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$20,081 - \$27,007 per week.

Job Purpose

Under the direct supervisor of the Administrative Services Officer (GMG/SEG 1), the Driver 1 (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 Administrative Services Officer.

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 Qualification 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, 15th November, 2023 to:**

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

E-mail: 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