



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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### **CIRCULAR No. 304** **OSC Ref. C. 6272<sup>18</sup>**

**25<sup>th</sup> July, 2024**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Driver/Messenger (LMO/DR 1) (Not Vacant)** in the **Jamaica Archives and Records Department (JARD)**, salary range \$22,720 - \$30,556 per week.

#### **Job Purpose**

Reporting to the Facilities Manager, the Driver/Messenger contributes to the operations of JARD by driving the assigned motor vehicle to collect and transport goods and perform mail service functions to support the efficient operations of the Department, in accordance with established procedure and guidelines.

#### **Key Responsibilities**

##### ***Mail Delivery:***

- Delivers and collects documents/mail/parcels
- Clears the Department's letter boxes;
- Collects mail from offices for external delivery;
- Sorts and records mail in assigned mail delivery book;
- Collects and delivers mails to the Units of JARD, OPM, other Ministries/Departments and Agencies and Private Sector entities;
- Collects/delivers mails to/from Post Office(s) and Banks;
- Delivers mail to designated address/person and ensures they are signed for by recipient.

##### ***Driver Duties:***

- Participates in the unloading of goods and equipment from vehicle, where necessary or as required;
- Takes vehicles to the Transport Licensing Authority for Certificate of Fitness to be granted;
- Updates the Daily Assignment Motor Vehicle Log Book as it relates to duties carried out;
- Reports all major or minor accidents involving the vehicles;
- Ensures that all trips are duly signed in and out by the Facilities Manager or designate;
- Ensures all documentation which relates to operating a motor vehicle on Jamaican roads are secured and up to date;
- Completes the relevant documentation when motor vehicle is being handed over.

##### ***Maintenance of Office:***

- Assists with photocopying, delivery and retrieval of files within the office;
- Moves equipment and materials to other areas within the office, as necessary;
- Assists in the preparation for meetings and special functions, as necessary.

#### **Required Knowledge, Skills and Competencies**

- Integrity/confidentiality;
- Good interpersonal and customer service skills;
- Good oral and written communication skills;
- Ability to use own initiative;
- Teamwork skills;
- Ability to read, comprehend and follow simple oral/written instructions;
- Practices safety in accordance with legal and civic standards and guidelines;
- Knowledge of road codes and laws;
- Knowledge of basic mechanics with ability to effect minor repairs to the motor vehicle;
- Knowledge and understanding of GOJ operations and procedures.

**Minimum Required Qualification and Experience**

- Completion of Secondary or High School Diploma/Certification and ability to read and write;
- Possession of an Open General Driver's Licence as approved by the National Works Agency to operate motor vehicles;
- One (1) year experience as a Driver.

Applications accompanied by résumés should be submitted **no later than Friday, 9<sup>th</sup> August, 2024 to:**

**Senior Director  
Human Resource Development and Management  
Office of the Prime Minister  
1 Devon Road  
Kingston 10.**

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**