



## Office of the Services Commissions

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### **CIRCULAR No. 347** **OSC Ref. C. 4858<sup>50</sup>**

6<sup>th</sup> September, 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 fill the following **vacant** posts in the **Research and Development Division, Ministry of Agriculture, Fisheries and Mining**, salary range \$22,720 – \$30,556 per week:

1. **Driver 1 (LMO/DR 1) (2 posts) - Bodles, Old Harbour, St. Catherine**
2. **Driver 1 (LMO/DR 1) (1 post) - Montpellier, Montego Bay, St. James**

#### **Job Purpose**

Under the supervision of the Operations Manager, the Driver is responsible for ensuring that the assigned vehicle is properly maintained and utilized in the delivery of mails, goods, plants, and livestock on behalf of the Division. The incumbent will also transport staff to and from assignments and conduct routine daily/weekly maintenance of the vehicle.

#### **Key Responsibilities**

- Prepares and submits reports on all accidents;
- Transports and delivers mails to various institutions/locations;
- Transports staff, goods, materials, plants, and livestock for the Division islandwide;
- Collects and signs for fuel, oil, and 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 punctured tyre on the unit is changed before driving the unit;
- Ensures that the vehicle is regularly serviced and maintained as required;
- Reports all defects, deficiencies, shortage or damage to the Operations Manager promptly;
- Assists with mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles;
- Maintains log book for motor vehicle and signs off on all fuel received;
- Ensures that motor vehicle is serviced and in proper working condition;
- Ensures that motor vehicle is efficiently utilized daily;
- 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 skills
- Good customer and quality focus skills
- Teamwork and co-operation

##### ***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 Thursday, 19<sup>th</sup> September, 2024 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.**



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