



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 364 **OSC Ref. C. 4858⁵⁰**

17th 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 **Transportation and Fleet Management Section, Ministry of Agriculture, Fisheries and Mining**:

1. **Driver 2 (LMO/DR 2) (1 post) - Hope Gardens, Kingston** salary range \$27,682.00 – \$37,229 per week.
2. **Driver 1 (LMO/DR 1) (3 posts) - Hope Gardens, Kingston** salary range \$22,720 – \$29,810 per week.

1. Driver 2 (LMO/DR 2)

Job Purpose

Under the supervision of the Transportation & Fleet Management Officer, the Driver 2 is responsible for operating such vehicles as seven (7) ton haulage trucks, ten (10) ton refrigerated truck, and twenty (20) ton heavy duty truck assigned.

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 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;
- Checks 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;
- Reports any defects or damages done to the vehicle assigned;
- Prepares reports, giving details on accidents the vehicle assigned is involved in.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good time management skills
- Good problem solving and decision making skills
- Good conflict management skills
- Good customer & quality focus
- Excellent team work and co-operation skills
- 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 Licence
- Approval from Island Traffic Authority to operate motor vehicle
- Three (3) years' experience in a similar position

2. Driver 1 (LMO/DR 1)

Job Purpose

Under the supervision of the Transportation & Fleet Management Officer, 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 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 unit;
- Checks 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;
- Performs any other duties.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Good time management skills
- Good problem solving and decision-making skills
- Good conflict management skills
- Good customer & quality focus skills
- Takes 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
- Approval from Island Traffic Authority to operate motor vehicle
- Three (3) years' experience in a similar position

Applications accompanied by résumés should be submitted **no later than Monday, 30th 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

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