



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 411 **OSC Ref. C. 6555¹⁸**

14th October, 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 **vacant post of Driver (LMO/DR 1) in the Food Storage and Prevention of Infestation Division, Ministry of Industry, Investment and Commerce**, salary range \$22,720 - \$30,556 per week.

Job Purpose

Under the direct supervision of the Office Manager, the Driver is responsible for the transport of the Division's personnel equipment and materials to designated areas.

Key Responsibilities

Management/Administrative:

- Maintains a driving schedule with daily assignments and liaises with Chief Food Storage Inspector to ensure proper co-operation of driving and related tasks;
- Maintains motor vehicles maintenance schedules;
- Monitors to ensure the overall fitness and safety of motor vehicles;
- Liaises with the Chief Food Storage Inspector to ensure appropriate registration, licensing and insurance of the motor vehicle;
- Ensures the vehicles are equipped with appropriate accessories and tools;
- Ensures regular cleaning of motor vehicles and their appropriateness for passenger travel;
- Collects and delivers hazardous chemicals for spraying to the respective sites;
- Ensures appropriate recording systems to account for mail collected and delivered, particularly registered mail and valuables;
- Ensures that Food Storage and Prevention of Infestation Division (FSPID) motor vehicles are stored safely at nights;
- Ensures the safety of personnel, mail, supplies and valuables during transit;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Ability to communicate orally and in writing;
- Good time management and organizational skills;
- Good interpersonal skills;
- Basic knowledge of auto mechanics;
- Knowledge of Jamaican road code;
- Good road knowledge of the island of Jamaica;
- Basic knowledge of the Government policies and procedures.

Minimum Required Qualification and Experience

- Secondary level education;
- Three (3) year's driving experience.

Special Conditions Associated with the Job

- Required to travel extensively;
- Must possess a valid general driver's license;
- Required to work early mornings, late evenings and public holidays;
- Exposure to hazardous chemicals.

Applications accompanied by résumés should be submitted **no later than Monday, 28th October, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**