



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 444

OSC Ref. C.4468⁸

14th November, 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 1 (LMO/DR 1) - (Not Vacant) on a contractual basis for one (1) year** in the **Attorney-General's Chambers**, salary range \$22,720 - \$30,556 per week.

Job Purpose

Under the general direction of the Manager, Administration and Office Services, the Driver 1 is responsible for the transportation of the entity's personnel, goods purchased, the pickup and delivery of documents and other resources utilized to facilitate the effective operations of the entity.

Key Responsibilities

Technical/Professional:

- Transports the entity's personnel to stipulated destinations safely and within required timeframes;
- Collects and delivers letters, documents and goods, as required;
- Conducts routine vehicle checks and maintains vehicle in an acceptable manner;
- Reports mechanical and other defects of the vehicle to the Supervisor;
- Ensures vehicle is serviced and copies of Service Records are maintained;
- Ensures that all documents (Insurance, Fitness Certificate and Registration) for the vehicle are current and kept in the vehicle;
- Submits gas receipts and travel claims for payment in accordance with the entity's policies and procedures;
- Assists in loading and unloading goods/materials from time to time;
- Prepares reports giving details of accident(s) the vehicle assigned is involved in;
- Maintains customer service principles, standards and measurements.

Required Knowledge, Skills and Competencies

Core:

- Able to follow instructions carefully;
- Good attention to details;
- Excellent interpersonal skills;
- Good oral and written communication skills;
- Good time management skills.

Technical:

- Knowledge of basic motor vehicle maintenance;
- Excellent defensive driving skills;
- Able to follow instructions carefully;
- Able to cope well under pressure;
- Confidentiality, integrity, reliability and professionalism are demonstrated in the execution of duties and in personal conduct;
- Pleasant demeanour;
- Strong work ethic with a positive approach to the job.

Minimum Required Qualification and Experience

- Completion of secondary level education;
- Five (5) years related experience;
- Must possess a valid General Driver's License (motor cars and trucks N/E 4000 KGS L/W to include PPV).

Special Conditions Associated with the Job

- May be required to work beyond normal office hours;
- May be required to work on weekends;
- Lifting and bending occasionally.

Applications accompanied by résumés should be submitted **no later than Wednesday, 27th November, 2024 to:**

**Director, Human Resource Management and Administration
Attorney General's Chambers
13 Hillcrest Avenue
Kingston 6**

Email: hrm@agc.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**