



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 192

OSC Ref. C. 4858⁵³

30th May, 2025

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 1 (LMO/DR 1) in the Research and Development Division, (Montpelier Research Station, Montego Bay), Ministry of Agriculture, Fisheries and Mining,** salary range \$22,720 – \$30,556 per week.

Job Purpose

Under the supervision of the Senior Research Director, the Driver 1 undertakes the collection and delivery of mails and documents on behalf of the Station; transports staff to and from assignments and conducts routine daily/weekly maintenance of the vehicle.

Key Responsibilities

- Transports goods/materials from the station to location around town;
- Transports farm products for export from locations islandwide;
- Collects and signs for fuel, oil, 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 signalling 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;
- Ensures that the vehicle is regularly serviced and maintained, as required;
- Reports all defects, deficiencies, shortage or damage discovered to the Transport Manager promptly;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles.

Other:

- 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 and decision-making skills
- Good customer and quality focus skills
- Good conflict management skills
- Ability to use own initiative

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;
- Valid General Driver's Licence;
- 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, 12th June, 2025 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
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**