



OFFICE OF THE SERVICES COMMISSIONS
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CIRCULAR No. 34
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30th January, 2018

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 **Ministry of Transport and Mining**, salary range salary range \$9,191 – \$10,920 per week.

Job Purpose

Under the general supervision of the Office Manager, (Mines and Geology Division), the incumbent undertakes the collection and delivery of official mail/documents and is responsible for transporting staff to and from official assignments and conducts routine daily/weekly maintenance of the assigned vehicle.

Key Responsibilities

- Maintains Vehicle Log;
- Ensures that the vehicle is licensed and certified as road worthy at all times;
- Checks vehicles each morning for adequate lubricants etc.;
- Submits gas receipts and daily work sheet;
- Visit Motor Vehicle Examination Depot to have vehicle examined;
- Takes vehicles to and from garages for repairs;
- Ensures that vehicle is serviced.

Administrative:

- Reports promptly to the Office Manager, any defects or damage to the vehicle;
- Transports Ministry officials as directed;
- Transports materials that are required for official events;
- Reports promptly details of any accident in which the vehicle may be involved;
- Delivers and collects mails and items as assigned;
- Carries out special assignments to the rural areas;
- Transports visiting officials.

Required Knowledge, Skills and Competencies

Core:

- Excellent customer service skills
- Good interpersonal skills
- Ability to work in a team
- Ability to remain calm and courteous in all conditions
- Good oral and written communication skills
- Good time management skills
- Ability to work with minimum supervision

Technical:

- Familiarity with Urban and Rural Regions of Jamaica

Minimum Required Qualification and Experience

- Secondary School Leaving Certificate;
- Two (2) years related working experience;
- Valid Driver's Licence to operate bus.

Applications accompanied by résumés should be submitted **no later than Monday, 19th February, 2018 to:**

**Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10**

Email: hr@mtw.gov.jm

Please note that only short listed 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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)**