



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 37

OSC Ref. C.6544⁵

17th February, 2026

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 **Houses of Parliament**, salary range \$22,720 - \$30,556 per week.

Job Purpose

Under the general supervision of the Facilities and Office Manager, the incumbent will provide transportation services to the office, staff and visitors to the Houses of Parliament and will deliver mail and other documents to various organisations, as required.

Key Responsibilities

Technical/Professional:

- Delivers mail and packages to various organisations, as required;
- Ensures that the Motor Vehicle Log Books are properly maintained in accordance with the Government of Jamaica Motor Vehicle Policy;
- Ensures the safe and efficient operation of the motor vehicles, immediately reporting any defects or accidents to the supervisor;
- Ensures that vehicles are securely parked when not in use;
- Presents vehicle for inspection to the Facilities and Office Manager at the end of each month or as required;
- Transports staff members, as necessary;
- Liaises with the Facilities and Office Manager, as required, on the implementation of arrangements related to the transportation of visitors and senior officials and VIPs;
- Transports furniture, equipment or materials, as required;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Must be able to work under pressure

Technical:

- Ability to operate commercial vehicles

Minimum Required Qualification and Experience

- Three (3) CXC/GCE O' Level subjects, including English Language
- At least one (1) year related working experience
- Must possess a valid General Driver's Licence and able to operate vehicles weighing a minimum of 7000lbs
- Knowledge of basic mechanics would be an asset

Special Conditions Associated with the Job

- Will be required to work beyond regular working hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 3rd March, 2026 to:**

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Email: clerk2025@japarliament.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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**