



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 144

OSC Ref. C. 6222¹³

30th July, 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 1 (LMO/DR 1)**, in the **Bridgeport Post Office, Post and Telecommunications Department**, salary: \$1,181,440 per annum.

1. Driver 1 (LMO/DR 1)

Job Purpose

The Driver 1 (LMO/DR 1) contributes to the day to day operations of the Department by driving the assigned vehicle/s to collect and transport goods and correspondence, staff and assists in maintaining the operational efficiency of the assigned vehicle.

Key Responsibilities

Technical/Professional

- Collaborates with supervisor in the preparation and signing of Individual Work Plan;
- Operates vehicle and ensures it is properly maintained;
- Writes daily log of transportation duties assigned;
- Prepares reports as required from time to time;
- Transports officers to required destinations;
- Collects and delivers mail, as directed;
- Transports goods and equipment, as required;
- Ensures all delivery material received is safely delivered to correct consignee;
- Ensures fleet is clean and organized;
- Performs pre- and post-trip and safety checks;
- Participates in the unloading of goods and equipment and passengers from vehicles;
- Participates in the setting up of equipment where necessary or as required;
- Reports all major or minor accidents involving the vehicle/s;
- Ensures all documentation as it relates to operating a vehicle on Jamaican roads are present in the vehicle and are up to date;
- Participates in disaster response programmes proposed by assisting with the preparedness of emergency facilitates and transporting staff members and equipment;
- Collects resource materials and delivers internal mail to various offices and keeps an account of items in the Mobile Unit;
- Inspects and advises supervisor on motor vehicle condition;
- Ensures the proper usage and care of the assigned motor vehicle;
- Collects and signs for fuel oil, where necessary;
- Checks that spare tires, tools and jacks are in place and ensure that any punctured tire on the unit is changed before driving the unit;
- Reports all defects, deficiencies, shortages or damages discovered to the relevant personnel promptly;
- Performs general mechanical and simple electrical repairs to the vehicle assigned;
- Assists with the transportation of mail from the Head Office to locations in the Corporate Area;
- Advises supervisor of the cleaning needs of the Department's fleet.
- Any other related duties assigned by the supervisor.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Excellent interpersonal skill
- Excellent problem solving and decision making skills
- Excellent people management skills

Technical

- Good knowledge of The Jamaican Road Code
- Good knowledge of dexterity skills
- Good knowledge of The Jamaican road network
- Knowledge of auto-mechanics

Minimum Required Qualification and Experience

- Completion of Secondary Level Education.
- Valid General Driver's License and the ability to drive a motor vehicle weighing up to 7000KGS L/W plus;
- At least two (2) years of driving experience.
- Basic training in Auto Mechanics would be an asset.

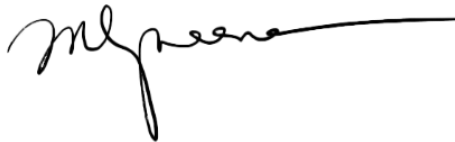
Applications accompanied by résumés should be submitted **no later than Thursday, 13th August, 2026 to:**

Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston, CSO

Email: hrunit@jamaicapost.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.



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