

Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 184

OSC Ref. C. 4858⁵³

21st September, 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 Veterinary Services Division (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining**, salary: \$22,720 per week.

Job Purpose

Under the direct supervisor of the Administrative Services Officer (GMG/SEG 1), the Driver 1 (LMO/DR 1) is responsible to carry out general transportation assignments, delivers and collects mails and prepares reports and maintenance records as it relates to the operation of the vehicle and ensures that it is road worthy.

Key Responsibilities

Technical/Professional

- Operates vehicles and ensures they are 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;
- Performs any other related duties as directed by Director, Veterinary Services or Administrative Services Officer.

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
- Excellent vision

Technical:

- Excellent driving skills
- Excellent defensive driving skills
- Proficient in basic mechanics
- Ability to exercise good judgment
- Good knowledge of the road network in Jamaica
- Knowledge of basic motor vehicle maintenance
- Knowledge of the Road Code
- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures

Minimum Required Education and Experience

- Completion of Secondary level Education
- Possession of a valid General Driver's License
- Required approval/Licence from Island Traffic Authority
- Three (3) years experience in similar position

Special Conditions Associated with the Job

- Extensive travelling

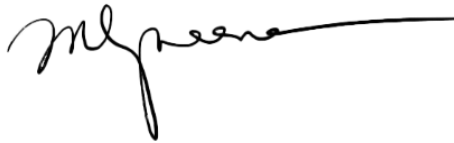
Applications, accompanied by résumés, should be submitted **no later than Friday, 2nd October, 2026 to:**

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.

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)