



## POSTAL CORPORATION OF JAMAICA

### CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the undermentioned position within the Corporation: -

#### **DRIVER (LMO/TS 1) – Vacant**

Salary range: \$536,592; \$551,040; \$565,440; \$579,888; \$594,288; \$608,736; \$623,088 p.a.

#### **JOB PURPOSE**

Under the direct supervision of the Director, Human Resource Management and Administration, the incumbent is responsible for dropping off and picking up employees approved to be transported, bearer services, and maintaining a travel log to record work hours, travel time and locations travelled to.

#### **KEY RESPONSIBILITIES**

##### **Technical/professional**

- Transports designated staff to assigned locations.
- Keeps an account of items in the mobile unit.
- Collects resource material and delivers Mail Island wide.
- Loads and unloads goods/equipment.
- Maintains and updates the driver's log sheet.
- Inspects and advises supervisor on motor vehicle condition.
- Submits reports on any motor vehicle defects/accidents.
- Ensures the proper usage and care of the assigned motor vehicle.
- Perform any other duties as assigned.

#### **REQUIRED COMPETENCIES**

- Good oral and written communication skills;
- Good interpersonal skills;
- Good problem solving and decision-making skills;
- Ability to work with others in the pursuit of team goals;
- Must be punctual and reliable;
- Must possess integrity.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Secondary school education.
- Basic training in Auto Mechanics.
- Valid General driver's license and able to drive a vehicle weighing 7000lbs with at least three (3) years of driving experience.
- Valid driver's license.
- Clean driving record.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Extensive driving

Please forward applications with resumes, no later than **Tuesday, April 19, 2022**, to:

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

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.gov.jm)

*NB: Only short-listed candidates will be contacted.*