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CIRCULAR No. 86
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23rd February, 2023

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/be assigned to the following posts in the **Post and Telecommunications Department:**

Driver 2 (LMO/DR 2) (Vacant), salary range \$21,625 - \$29,083 per week.

Job Purpose

Under the direction of the Transport Manager, the Driver 2 (LMO/DR 2) will be responsible for conveying materials, parcels, equipment, and staff of the organization to scheduled locations in a safe, efficient and secure manner, as well as going on errands as deem necessary.

Key Responsibilities

Technical/Professional:

- Collaborates with Supervisors in the preparation and sign Individual Work Plan;
- Transports designated staff to assigned locations;
- Collects resource material and delivers internal mails to various offices and keeps and account of items in the Mobile Unit;
- Loads and unloads goods/equipment;
- Maintains and updates the Driver's Log Sheet;
- Inspects and advices supervisor on motor vehicle condition;
- Submits Reports on any motor vehicle defects/accidents;
- Ensures the proper usage and care of assigned motor vehicle;
- Collects and signs for fuel, oil where necessary and accounts for all receipts for fuel received;
- Checks the vehicle each morning to ensure that the braking and signalling systems are functioning properly, and the oils, water coolant, brake fluid or oil, air pressure for air brake are at operating levels;
- Checks that spare tires, tools and jack are in place and ensures that any puncture tyre on the unit is changed before Driving Unit;
- Ensures that the vehicle is regularly serviced and maintained as required;
- Reports all defects, deficiencies, shortage or damage discovered to the relevant personnel promptly;
- Performs general mechanical and simple electrical repairs to vehicle assigned;
- Prepares reports and maintains records on the operations of the vehicles;
- Assists with the transportation of mail from Head Office to locations in the Corporate Area;
- Assists in loading and unloading vehicles occasionally;
- Performs any other related duties that may be assigned by the Supervisor from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Jamaican road codes
- Excellent dexterity skills
- Good knowledge of Jamaica road network
- Working knowledge of auto-mechanics

Minimum Required Qualification and Experience

- Secondary school education;

- Basic training in Auto Mechanics;
- Valid General Driver's Licence and able to drive vehicle weighing 7000lbs with at least five (5) years driving experience.

Special Conditions Associated with the Job

- Extensive driving island wide;
- Lifting of items.

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th March, 2023 to:**

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



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