



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

DRIVER (LMO/DR 2) – CONTRACT TRANSPORT UNIT

SALARY SCALE: \$12,781.00 – \$15,192.00 PER WEEK

JOB PURPOSE:

The incumbent is responsible for providing effective, safe and courteous transportation services to the staff of the Ministry of National Security.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Drives any of the fleet vehicles ranging from cars and vehicles above 7 tons (Including buses, trucks, etc.) to transport employees, mail, products or other materials;
- Inspects vehicles, including but not limited to checking gas, oil and water levels before departure;
- Regulates heating, lighting and ventilating systems for passenger comfort;
- Performs minor maintenance on assigned vehicles (s) as required and determines when and what kind of maintenance is needed;
- Checks vehicles to ensure that mechanical safety and emergency equipment are in good working order;
- Ensures that vehicle is adequately fueled before driving;
- Delivers furniture and office equipment to respective locations;
- Transports staff in the delivery of mails on a daily basis;
- Maintains logs of working hours and of vehicle service and repair status;
- Signs and returns fuel advance cards to the Transport Manager;
- Delivers copies of Log Sheet each month to Transport Manager;
- Establishes alternate routes with Transport Manager in case of hazardous conditions in lieu of designated routes;
- Reports vehicle defects accidents, traffic violations or damage to the vehicles to Transport Manager;
- Reports orally and in writing all accidents to the police station and the Transport Manager;
- Ensures that detailed and accurate information from other parties involved in the accident is retrieved;
- Makes arrangements to have vehicle towed wherever there is an accident and or vehicle becomes disabled;
- Locks all doors and carry the keys when leaving the vehicle unattended;
- Returns vehicles to their respective parking area after use and return keys to Transport Manager.

MINIMUM QUALIFICATION AND EXPERIENCE:

- High school Diploma
- Possess General Drivers Licence issued by Island Traffic Authority (minimum of 7000kg)
- CXC passes in English Language
- Must be successful in driving test set and administered by the Island Traffic Authority
- Minimum of two (2) years related experience

REQUIRED COMPETENCIES:

- Ability to read, understand and adhere to the rules and regulations of the Road Codes and MNS Transport Policy, including ability to read and interpret road signs
- Ability to drive a multi-passenger vehicle safely and appropriately
- Proper visibility
- High tolerance level
- Good driving record
- Ability to prepare concise and accurate records and reports
- Willingness to adhere to instructions given
- Ability to establish effective professional relationships with customers, co-workers and upper-level staff
- Ability to recognize vehicle maintenance needs
- Knowledge of basic automotive maintenance procedures

SPECIALIZED TRAINING:

- Report Writing
- Customer Service

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Willingness to work in a grease environment;
- Willingness to work long hours and travel island wide;
- Willingness to work long hours and on occasional weekends;

Interested persons should forward their applications and résumés **NO LATER THAN Friday, August 5, 2022** to the:

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Driver (LMO/DR 2)

We thank all applicants for their interest in this career opportunity. However, please note, that only short-listed candidates will be contacted