



ICO 26-85

Ministry of
Education, Skills,
Youth & Information

CAREER OPPORTUNITY

DRIVER (LMO/DR 1) NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP

JOB TITLE :

To transport mail, articles, staff, or other persons to and from various destinations as directed by the Office Manager and to maintain the assigned vehicle

REQUIRED EDUCATION AND EXPERIENCE

- Completion of Secondary level Education
- Possession of a valid General Driver's Licence
- Approval from Island Traffic Authority to operate motor vehicle.
- Three (3) years' experience in a similar position

REMUNERATION PACKAGE:

Salary Scale/ Pay Band 2 : \$22,720.00 - \$30,556.00 weekly





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN WEDNESDAY, JULY 8, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP
JOB DESCRIPTION AND SPECIFICATION - Proposed

JOB TITLE:	Driver/ Messenger
JOB GRADE:	
POST NUMBER:	
DIVISION/BRANCH:	Office Management
SECTION/UNIT	N/A
REPORTS TO:	Office Manager
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Branch/Division

Date

Date received in Human Resource Management Branch

Date Created/revised

Strategic Objectives of the Division (in which the position is located):

Job Purpose

To transport mail, articles, staff, or other persons to and from various destinations as directed by the Office Manager and to maintain the assigned vehicle

Key Outputs:

- Mails and packages collected/delivered
- Officers and guests transported;
- Log Book and other related records maintained
- Vehicle defect issues reported
- Gas card strictly utilized
- Incident Reports prepared and submitted
- Routine maintenance of assigned motor vehicle performed

Key Responsibility Areas:

Technical / Professional Responsibilities

- Collects and delivers packages, mail and other items.
- Mails packages, letters, etc.
- Visits the bank to transact business on behalf of the organization.
- Drives guest, visitors, management and staff of NCEL, to and from various location as required and directed by the Office Manager.
- Ensures the care, safety and proper operation of the assigned vehicle by:
 - Operating the assigned vehicle in a safe and courteous manner and maintaining defensive driving practices;
 - Reports promptly details of any accident in which the vehicle may be involved
 - Conforming to all local traffic laws and regulations governing the operation of a motor vehicle;
 - Maintaining the vehicle mileage log, maintenance records, fuel purchase records, and vehicle condition reports.
 - Ensures the vehicle is road worthy at all times, licensed and certified as fit.
 - Visit the Motor Vehicle Examination Department to have the vehicle examined.
 - Keeps track of timely car insurance renewals and ensures that relevant documents are within the vehicle to meet statutory guidelines.
 - Arranges for and ensures the servicing and cleaning of the assigned vehicle as required
 - Ensuring that the interior and exterior of the vehicle is kept clean at all times;
 - Checking the safety of the vehicle to ensure its road worthiness on a daily basis;

- Ensuring the safekeeping of vehicle accessories – jack, spare tyres, first aid kit, etc;
- Advising the Office Manager of problems related to the vehicle in a timely manner, including the need for any unscheduled maintenance/servicing.
- Delivers the assigned vehicle for serving and repairs, and collects it afterwards and completion of same.

Other

- Performs other related functions assigned from time to time by the Office Manager.

Performance Standards:

- Items are collected and delivered in a timely manner
- Items are delivered in their original condition
- Deliveries are made to the correct addresses/persons
- Packages, letters etc. are mailed within the time established
- Purchases and bank transactions are completed in a timely manner
- The assigned vehicle is roadworthy and in good condition at all times
- Accident reports are timely and such occurrences are infrequent
- Courtesy is displayed in the conduct of duties.

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
All Managers & Staff	Transportation to/from various locations and completion of assigned errands

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Visitors and Guests	Transportation to various locations
Private Sector and Government Agencies	Delivery and collection of letters, packages and other items
Members of the Public	Obtaining information/assistance in the course of undertaking duties

Required Competencies:

Core

- Excellent defensive driving skills
- Good knowledge of defensive driving techniques
- Sound knowledge of the road traffic laws and regulations of Jamaica
- Sound knowledge of corporate and rural areas

- Basic mechanic skills.

Technical

- Good customer service skills
- Good interpersonal skills.
- Good oral and written communication skills.
- Good organizing and planning skills
- Demonstrate the ability to prioritize and multitask
- Good time management and multitasking skills.
- Ability to be confidential, diplomatic and tactful

Minimum Required Education and Experience

- Completion of Secondary level Education
- Possession of a valid General Driver's Licence
- Approval from Island Traffic Authority to operate motor vehicle
- Three (3) years' experience in a similar position

Authority:

- N/A

Specific Conditions Associated with the Job

- Required to travel island wide and in various weather conditions.
- May required to work beyond normal hours from time to time to meet deadlines.

Validation of Job Description

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised