



Ministry of
Education, Skills,
Youth & Information

ICO 26-100



CAREER OPPORTUNITY

DRIVER (LMO/DR 1) - VACANT BROWN'S TOWN REGIONAL OFFICE, REGION 3

JOB TITLE :

To facilitate the Regional Office in effecting its communication function by providing transportation services through the delivery and collection of mail and packages, transporting staff, affecting other related services as assigned, while ensuring safety and timeliness in the execution of responsibilities.

REQUIRED EDUCATION AND EXPERIENCE

- High School Certificate;
- OR
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities;
- AND
- Five (5) years related experience;
- Possession of a safe driving record;
- Required to be the holder of a valid General Driver's License permitted to drive Motor Vehicle at 4000 kg.

REMUNERATION PACKAGE:

Salary Scale: \$1,181,428.00 to \$1,588,889.00 per annum
Pay Band 2





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 65883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN MONDAY, JULY 27, 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

**MINISTRY OF EDUCATION, SKILLS YOUTH &
INFORMATION**
JOB DESCRIPTION AND SPECIFICATION (Present)

- 1. JOB TITLE:** Driver
- JOB GRADE:** LMO/DR 1
- DIVISION:** Regional Office
- SECTION:** Office Management
- REPORTS TO:** Office Manager
- SUPERVISES:** N/A
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2. JOB PURPOSE:

To facilitate the Regional Office in effecting its communication function by providing transportation services through the delivery and collection of mail and packages, transporting staff, affecting other related services as assigned, while ensuring safety and timeliness in the execution of responsibilities.

3. KEY OUTPUTS:

- Mail and packages sorted
- Transportation of packages/mail to and from designated destinations
- Transportation of officers to and from designated locations
- Log Book and other related records maintained
- Incident Reports prepared and submitted
- Routine maintenance of assigned motor vehicle

4. KEY AREAS OF RESPONSIBILITY:

- Transports staff members to and from designated destinations
- Plans and follows the most efficient routes for delivering mail/packages
- Delivers and collects correspondence /packages around / outside the Region according to instructions and makes special deliveries or emergency runs when required.

- Obtains signatures for items delivered and received
- Keeps the communication system (radio/ phone) in the vehicle turned on
- Ensures that all immediate actions required by rules and regulations are taken in the event of involvement in an accident.
- Maintains the log book assigned to the vehicle in an up-to-date condition
- Transports staff members home whenever authorized to do so.
- Distributes text books etc. throughout the island as assigned

OTHER

- Undertakes other related duties that may be assigned from time to time.

6. PERFORMANCE STANDARDS

- Accurate and up-to-date records maintained concerning: transportation; vehicle maintenance; fuel purchase; vehicle condition; accident reports and other related records
- Mails and packages appropriately sorted to facilitate efficient delivery
- Ensures that all documents delivered are signed for by the recipient/s
- Maintains timeliness in the delivery of items
- Routine maintenance of assigned vehicle is effected daily
- Required to remain on the compound when not on any assignment and not leave without proper authorization
- Required to comply with all traffic laws and rules of the road
- Practices defensive driving strategies at all times

Internal And External Contacts (specify purpose of significant contacts

Within the Ministry of Education

Contact (Title)	Purpose of Communication
Staff of the Region & Head Office	To receive instruction/ provide transportation.

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

Contact (Title)	Purpose of Communication
Board Chairmen, Principals and Teachers	To deliver/ collect mail/documents.
The Public	.To provide information
Ministries, Departments, Agencies	To collect/deliver mail/packages

7. REQUIRED COMPETENCIES

- Ability to drive a multi-passenger vehicle safely and appropriately
- Ability to read and interpret road signs
- Ability to read, understand, and adhere to the rules and regulations of the Department of Transportation
- Ability to communicate effectively orally and in writing
- Maintaining confidentiality of information gathered on the course of duty
- Exhibits courtesy in dealing with both internal and external publics
- Ability to prepare concise and accurate reports
- Extensive knowledge of the operations and features of assigned vehicle
- Ability to recognize vehicle maintenance needs and effect where possible
- Ability to perform minor motor vehicle repairs
- Excellent reasoning skills to interpret policies and procedures, maps, and route directions

8. MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE.

- High School Certificate

OR

- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities

AND

- Five (5) years related experience
- possession of a safe driving record;
- Required to be the holder of a valid General Driver's Licence which allows for driving of Motor Vehicles weighing 4000 kg

9. SPECIAL CONDITIONS

- Reports to the Office Management Section on completion of each assignment
- Keeps the communication system (radio/ phone) in the vehicle turned on
- Required to travel island wide and in various weather conditions
- Required to load and unload heavy packages or equipment at times
- Required to work beyond normal working hours at times to meet deadlines
- Advises Office Manager of location at all times

10. **AUTHORITY**

- To drive assigned motor vehicles
- To transport staff and mail/ documents