Ministry of Industry
Investment & Commerce

Jamaica's **Business** Ministry

**November 18, 2026**

# CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified person to fill the following position in the **Department of Co-operatives & Friendly Societies**, Administration Unit.

**DRIVER (LMO/DR 1) –VACANT**

***Salary: $1,145,088 per annum***

## JOB PURPOSE

Under the direct supervision of the Manager, Human Resource and Administration (GMG/SEG 1), the **Driver (LMO/DR 1)** undertakes the collection and delivery of documents on behalf of the Department of Co-operatives & Friendly Societies; transports staff to and from assignments and conducts routine daily/weekly maintenance of the vehicle.

## KEY OUTPUTS

- Vehicle maintained
- Staff transported
- Mails and goods transported and delivered
- Accidents reported.
- Logbook maintained and fuel receipts signed
- Reports prepared
- Documents photocopied

## KEY RESPONSIBILITY AREAS:

- Transport of goods/materials from the DCFS to location around town
- Collects and signs for fuel, oil and accounts for all receipts for fuel received
- Checks the vehicles' braking and signaling systems

- Checks the operating levels of oils, water/coolant, brake fluid or oil, air pressure for air brake
- Checks that spare tyres, tools and jack are in place
- Changes and replaces puncture tyre on the unit before driving
- Verifies that the vehicle is regularly serviced and maintained
- Reports on all defects, deficiencies, shortage or damage to the Supervisor
- Performs general mechanical and simple electrical repairs to vehicle assigned
- Prepare reports and maintain records on the operation of vehicles
- Prepare reports giving details on accidents the assigned vehicle involves in

**PERFORMANCE STANDARDS**

- Vehicle assigned, maintained and serviced according to required standards
- Reports prepared and submitted to established standards and within the specified time frame
- Logs written daily and accurately
- Requisitions for fuel prepared to established standards and within the specified budget
- Officers transported safely and within the specified time
- Documents delivered and collected according to agreed standards (confidentiality and integrity are exercised)
- Reports any defects or damages done to the vehicle assigned within the agreed timeframe and standards
- Prepares reports giving details on accidents the vehicle assigned is involved in, in accordance with established standards and timeframe
- Documents photocopied as required

**Other Responsibilities:**

- Perform similar duties for the Ministry (MIIC) and other Departments as may be directed by the Registrar and Supervisor.
- Perform any other related duties which may be assigned from time to time.
- Assist with photocopying documents.

**REQUIRED COMPETENCIES**

Good written communication skills
Good oral communication skills
Good interpersonal skills
Good time management skills
Good problem solving and decision-making skills
Conflict management skills
Initiative

Excellent vision
Good customer and quality focus

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Completion of Secondary level education
- Possession of a General Driver's licence
- Approval to operate motor vehicles from I.T.A.
- 3 years' experience in a similar position

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working conditions
- No adverse working conditions
- May be required to transport staff and/or goods to out station offices (Montego Bay and /or Mandeville)
- May be required to work beyond normal working hours

**AUTHORITY**

- Recommend routine mechanical examination and servicing of motor vehicle.
- Replenish fluid and oil.
- Effect cleaning and superficial care of motor vehicle

**Applications accompanied by resume should be submitted no later than [Wednesday, November 25, 2026] to:**

**The Director, Human Resource Management and Development**
**Ministry of Industry, Investment & Commerce**
**4 St. Lucia Avenue, Kingston 5**
**Email: hrm@miic.gov.jm**

**We appreciate your responses; however only short-listed applicants will be contacted.**