

INSTITUTE OF JAMAICA

(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following position in the Institute of Jamaica (IOJ).

DRIVER (LMO/DR 1)

Job Summary

To provide messenger services and to assist in transporting staff to their outreach programmes.

Key Responsibilities:

- Delivers and collects letters/correspondence, packages and other miscellaneous items
- Provides logistical support for Institute of Jamaica programmes and activities
- Prepares records and reports in connection with operation of the Institute of Jamaica's vehicle
- Facilitates the schedule for periodic vehicle maintenance
- Monitors/updates documentation (registration, fitness and insurance) for vehicle
- Assists with preparations for hosting of exhibitions
- Inspects the vehicle by ensuring that tyres, light, etc. are in good working condition and reports any damages to the Administrative Assistant or Assets Manager
- Ensures that the vehicle has adequate amount of gas, oil and distilled water at the beginning of each trip
- Records and reports the mileage travelled daily in the dispatch and log book

Minimum Qualification/Experience

- General Driver's Licence
- School leaving Certificate
- A minimum of two (2) years' experience as driver

Salary Scale

\$22,720.00 - \$30,556.00 per week

(Please note that new employees are paid at the minimum rate)

Applications accompanied by resumes should be submitted no later than **Friday, September 19, 2025** to:

**Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm