INSTITUTE OF JAMAICA

An Agency of the Ministry of Culture, Gender, Entertainment and Sport

ACIJ/JMB

ASSETS MANAGEMENT

DRIVER

LMO/DR 1 | PAY LEVEL 2

JOB SUMMARY

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

KEY RESPONSIBILITY AREAS

- 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



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SALARY RANGE J$23,856.00 - J$32,083.00 per week

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

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APPLY BY FRIDAY, NOVEMBER 20, 2026

Director Human Resource Development and Management

Institute of Jamaica | 10-16 East Street, Kingston

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Email to: personnel@instituteofjamaica.org.jm