

INSTITUTE OF JAMAICA

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

DRIVER (LMO/DR 1)

Applications are invited to fill the following position in Central Administration of the Institute of Jamaica (IOJ).
Salary Range: \$11,179.00 - \$13,288 per week

Job Summary

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

Key Responsibilities:

- Correspondence/materials/artworks are delivered / received
- Dispatch book updated
- Vehicle status report prepared and submitted.
- Mail is delivered
- Vehicle is clean and road worthy.
- Government regulations (regarding vehicles) are enforced
- Records and reports the mileage travelled daily in the dispatch and log book
- 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

Applications accompanied by resumes should be submitted no later than **Wednesday, November 30, 2022**
to:

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

Email: personnel@instituteofjamaica.org.jm