

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position in Central Administration of 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:

- 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

Minimum Qualification/Experience

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

Applications accompanied by resumes should be submitted no later than **Friday, March 16, 2023** to:

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

Email: personnel@instituteofjamaica.org.jm