



**MINISTRY OF TOURISM
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Driver
JOB GRADE:	LMO/DR 1
POST NUMBER:	529
DIVISION:	Corporate Services
BRANCH:	Administration and Asset Management
REPORTS TO:	Director, Administration and Asset Management
MANAGES:	N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

October 23, 2006

Date received in Human Resource Division

Date Created/revised

1. STRATEGIC OBJECTIVES OF THE ENTITY/DEPT/DIVISION (*in which the position is located*):

TBD

2. JOB PURPOSE

Reporting to the Director, Administration and Asset Management, the Driver provides transportation of staff in a professional, courteous and timely manner and ensures that Ministry documents that are held in safe custody are delivered to their respective destinations efficiently and in accordance with the Road Traffic Act.

3. KEY OUTPUTS

- Senior Officials transported timely and professionally
- Motor vehicle maintenance managed
- Outgoing and incoming mail/documents logged
- Timely delivery of Mail/ documents

4. KEY RESPONSIBILITY AREAS

- Perform daily routine checks on the vehicle to ensure optimum performance;
- Report as necessary, any concerns, issues involving the assigned vehicle;
- Manage the maintenance of the vehicle assigned in accordance with the agreed maintenance schedule;
- Obtain update on Senior Official transportation needs in advance of scheduled activities;
- Report all daily activities/assignments to the Director of Administration & Asset Management or other responsible officer, prior to their commencement;
- Transport Senior Officials to and from official duties as requested and in accordance with pre-determined schedule and in a professional manner;
- Transport other members of staff as directed by the Permanent Secretary, the Director, Corporate Services or the Director of Administration & Asset Management;
- Conform to established methods of reporting accidents or other incidents involving the assigned vehicle;
- Log and prioritize on a daily basis, all mail received from the Registry, prior to departure from Office;
- Plan all routes in advance to maximize on the use of fuel;
- Deliver mail and other documents as requested, in a timely manner;
- Log all mail being returned to the Office at the end of each day, documenting the challenges, if any;
- Park vehicle in assigned parking space and return all keys at the end of each working day;
- Perform any other duty that may be required on the direction of the Permanent Secretary, the Director, Corporate Services or the Director of Administration & Asset Management, as directed.

5. PERFORMANCE STANDARDS

- Professional and courteous transportation services

- Timely delivery of mail/documents
- Effective documentation of information
- Effective management of motor vehicle
- Efficient management of fuel
- Routine operations performed

6. REQUIRED COMPETENCIES

- Good oral and written communication skills
- Good customer service delivery skills
- Compliance with established procedures
- Confidentiality, good decorum and teamwork

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Secondary/High School Diploma/Certificate
- A valid General Driver's Licence
- At least 3 years' experience in a similar capacity
- Training and/or experience in auto repairs (would be an asset)

8. Specific knowledge (however acquired) required to start

- Knowledge of the Road Traffic Act
- Knowledge of geographical layout of Jamaica?

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Incumbent will be required to:

- Work beyond the normal work hours, on occasions
- Assignments on weekends, on occasions
- Assignment outside of the corporate area, as necessary