

SOUTHERN REGIONAL HEALTH AUTHORITY

Manchester Health Department

Compassion | Accountability | Respect | Efficiency

Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **MANCHESTER HEALTH DEPARTMENT**:

DRIVER (LMO/DR 1) - (Not Vacant)

(Salary range \$1,181,428 - \$1,404,347 per annum and any applicable allowances)

JOB SUMMARY

Under the general supervision of the Parish Administrative Officer, the incumbent is responsible for providing transportation services through driving the Authority's vehicles, delivery and collection of mail packages and transporting staff. These services are to be provided while ensuring safety and timeliness in the execution of responsibilities.

Qualifications and Experience

- Secondary School Certificate
- General Drivers' Licence (M/Cars & Trucks N/E 7000 kgs to include PPV)
- Certificate in Defensive Driving Techniques

Plus

- A minimum of five (5) years' experience as a Driver
- Authorization by Island Traffic Authority to drive government's vehicle
- Possession of a safe driving record

Required Knowledge, Skills & Competencies

Core:

- Good interpersonal and oral communication skills.
- Good time management skills.
- Confidentiality
- Team player

Technical:

- Excellent defensive driving skills
- Proficient in basic mechanics with the ability to perform minor motor vehicle repairs
- Ability to interpret policies and procedures, maps and route directions.
- Ability to recognize vehicle maintenance needs and defects where possible
- Ability to prepare concise and accurate reports.
- Ability to read and interpret road signs

Key responsibilities will include:

- Transporting staff or designated persons to meetings, conferences and seminars.
- Collecting and delivering supplies such as drugs and vaccines as directed
- Carrying out minor repairs to the assigned motor vehicle and maintaining the vehicle in good working condition.
- Writing reports concerning any accidents, damage, and loss of parts from the vehicle.
- Reporting all defects or deficiencies to the Transport Manager promptly.
- Recording all movements of vehicles in the Daily Assignment Book.
- Ensuring gas advance cards and their usage are treated according to existing policies and procedures.
- Ensuring that all vehicles are operated within the Road Traffic Act of Jamaica.
- Administering the "Vehicle Checklist" at the start and end of each shift

Applications along with resume should be sent no later than **Monday, May 20, 2024** to:

**The Senior Human Resource Officer
Manchester Health Department
Mandeville
Manchester**

E-Mail – mhdhrdepartment@gmail.com

****INDICATE IN THE 'SUBJECT LINE' THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED