



# Southern Regional Health Authority

## Clarendon Health Department

Compassion | Accountability | Respect | Efficiency

1-3 Jackson Street, Denbigh, Clarendon, Jamaica WI

Tel: (876)986-4548/ 828-1894

Website: [www.srha.gov.jm](http://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 **CLARENDON HEALTH DEPARTMENT**:

### **DRIVER (LMO/DR 1 - Pay Band 2) - (TEMPORARY)**

(Salary range \$1,181,440 - \$1,588,912 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 and packages;
- Transporting patients;
- Transporting staff.

These services are to be provided while ensuring safety and timeliness in the execution of responsibilities.

#### **Minimum Required Education and Experience:**

- Secondary School Certificate
- Certificate in Defensive Driving Techniques and First Aid
- Must be at least twenty-one (21) years old, the holder of a valid Class C License with a minimum of five (5) years' experience as a Driver

#### **Plus**

- Authorization by Island Traffic Authority to drive Government's vehicles
- Possession of a safe driving record
- Certification in Emergency Medical Technician would be definite asset

#### **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
- 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.
- Administering the "Vehicle Checklist" at the start and end of each shift.

- Ensuring that all vehicles are operated within the Road Traffic Act of Jamaica.
- Ensuring that the vehicle is in proper working order before leaving the compound.
- Carrying out minor repairs to the assigned motor vehicle and maintaining the vehicle in good working condition.

Applications along with resume should be sent no later than **Monday, August 05, 2024** to:

**Senior Human Resource Officer  
Clarendon Health Department  
1-3 Jackson Street  
Denbigh, Clarendon  
E-Mail: [chdhrjobs@gmail.com](mailto:chdhrjobs@gmail.com)**

**\*IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL\*\***

**\*\*PLEASE INDICATE IN THE 'SUBJECT LINE' THE POSITION FOR  
WHICH YOU ARE APPLYING\*\***

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED**