

## **SOUTHERN REGIONAL HEALTH AUTHORITY**

**Compassion | Accountability | Respect | Efficiency**  
3 Brumalia Road, Mandeville, Manchester, Jamaica WI  
Tel: (876) 625-0612-3 / 962-9491 / 962-8232  
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 the **REGIONAL OFFICE**:

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

(Salary range \$1,181,440 - \$1,588,912 per annum and any applicable allowances)

#### **JOB SUMMARY**

Under the general supervision of the Transport Manager, 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.

#### **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 vehicles
- Possession of a safe driving record
- Emergency Medical Technician Certification (a 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:**

- Delivering and picking-up documents and mail within and outside of the Region.
- Transporting staff or designated persons to clinics, conferences, seminars.
- Collecting and delivering supplies such as drugs and vaccines as directed
- Carrying out minor repairs to the assigned motor vehicle.
- Maintaining the assigned 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 Operations Manager promptly.
- Keeping the vehicle clean at all times.
- 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.

*Applications along with resume should be sent no later than **Friday, June 14, 2024** to:*

**The Director, Human Resource Management & Development  
Southern Regional Health Authority  
3 Brumalia Road  
Mandeville**

**E-Mail: [jobs@srha.gov.jm](mailto:jobs@srha.gov.jm)**

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

**PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE  
POSITION FOR WHICH YOU ARE APPLYING\*\***

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

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