



JAMAICA INTELLECTUAL PROPERTY OFFICE
(An Agency of the Ministry of Industry, Investment and Commerce)

CAREER OPPORTUNITY

DRIVER (LEVEL 2) (VACANT)

BASIC SALARY: \$1,439,455 to \$1,935,907 per annum

JOB PURPOSE:

The incumbent undertakes the collection and delivery of mail and documents. Also, to transport staff and equipment to and from assignments, and conduct routine daily/weekly maintenance of the vehicle.

Key Outputs

- Collect and deliver mail, goods, materials, furniture, and equipment to and from various locations, suppliers and other organizations and ensure that delivery books are signed, and delivery made by daily schedule.
- Transports and collects goods.
- Transports staff members to meetings, training and other important engagements when required.
- Participates in the unloading of goods and equipment from vehicles.
- Completes and submits daily assignment log.
- Recording data for fuel and oil requested on daily assignment record.
- Ensures that all documents (insurance, fitness certificate etc.) are current and that they are kept in the vehicle.
- Ensures that motor vehicle is logged out and in on a daily basis.
- Conducts routine maintenance of the vehicle by checking engine oil, brake fluid etc. on a regular basis.
- Report mechanical and other defects of the vehicle to Supervisor.
- Take vehicle to garage for repairs, to the Examination Depot for certification of fitness and registration.
- Checking that the work done by repairer or inspector is satisfactorily completed.
- Reports accidents to relevant authorities and prepares reports within established timeframe.
- Uses gas cards in accordance with established regulations.

- Assist with arranging and moving goods, boxes, files and equipment as required.
- Performs other related duties that may from time to time be assigned.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Completion of secondary level education, with at least two (2) CSEC/GCE O'Level passes;
- General Driver's License no less than 7,000 kg;
- Approval to operate a motor vehicle from appropriate authority;
- At least three (3) year's experience in a similar position.

Applications cover letter accompanied by resume should be submitted by **June 14, 2024** to:

**Director,
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10
Website: www.jipo.gov.jm
Email: hrma@jipo.gov.jm**

Please note that only shortlisted applicants will be contacted.