



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Driver 1
JOB GRADE:	LMO/DR 1
POST NUMBER:	27409 – 27416, 27622-23, 27743, 58026 (12 posts)
DIVISION/BRANCH:	Corporate Services Division/Security and Transport Branch
SECTION/UNIT:	Transport Unit
REPORTS TO:	Manager, Transport
MANAGES:	-

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the supervision of the Manager, Transport, the Driver 1 is responsible for transporting staff and other health personnel to the Ministry of Health to and from designated locations and for the delivery and collection of mail and packages for the office.

2. KEY OUTPUTS (Results, Deliverables)

- Approved personnel transported;
- Packages, documents and mail transported efficiently and timely;
- Log Book and other records maintained.
- Routine maintenance of vehicle;
- Defensive driving

3. KEY RESPONSIBILITIES (Activities, Tasks)

- Develops individual work plan;
- Staff members and other health personnel transported to and from assigned destinations;
- Ensures timely transport of all documents, furniture and equipment, to and from the Ministry's Head Office;
- Ensures timely transport of packages, documents and mail to various location (MDA's);
- Notifies the transport officer of any defects or needed repairs to assigned vehicle;
- Inspects vehicles on repair and ensures that repairs have been effected as stipulated;
- Maintains an accurate Log Book for the vehicle assigned;
- Ensures that gas coupons are utilized in strict accordance with stipulated procedures;

- Maintains the assigned vehicle to ensure that all tools, spare tires and other accessories are prepared for safe travel;
- Ensures that standard procedures are followed in the event of an accident;
- Observes defensive driving techniques at all times;
- Keeps vehicle assigned clean and tidy.
- Performs other related duties as assigned by the Manager, Transport.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Transport of approved personnel to assigned destination is executed in a reliable and timely manner;
- Packages, documents and mail transported efficiently and timely and in keeping with established guidelines and standard;
- Log Book and other records maintained according to established guidelines;
- Routine maintenance of vehicle performed on a weekly basis.;
- Proper driving habits are practiced and maintained.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Security and Transport	General information and feedback
Manager, Transport	Work assignments, general information, feedback
Other members of staff	Delivery and collection of documents etc

ii) External Contact

Contact	Purpose of Communication
MDA's and other organisations	Delivery and collection of documents etc.

Driver 1
Branch,
Prepared by: HR Consultant,

Corporate Services Division/Security and Transport
Ministry of Health,

September 08,, 2016

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good planning, organizing and time management skills;
- Good Interpersonal skills;
- Good customer service skills;
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Keen listener;
- Ability to write concise and accurate reports;
- Good skill in operating both automatic and manual vehicles;
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

Technical

- Knowledge of Ministry's Policies and Procedures;
- Knowledge of defensive driving techniques;
- Knowledge of basic service requirements of vehicles;
- Ability to drive a multi-passenger vehicle safely and appropriately;
- Mechanical skills;
- Knowledge of the Road Traffic Act.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Secondary school education. (School Leavers Certificate);
- Must be at least twenty five (25) years of age and possess a safe driving record;
- Four (4) years experience as a driver.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Driving for long periods;
- Required to work beyond normal working hours;
- Working on weekend when required;
- Possession of a Valid General Driver's License.

9. AUTHORITY TO:

- Recommend unscheduled repairs to vehicle.

10. WORKING CONDITIONS

- Direct exposure to dust, noise, inclement weather, vehicle congestion.