



CAREER OPPORTUNITY

The Jamaica Information Service (JIS),
an Executive Agency, invites applications from suitably
qualified professionals for the following position:

DRIVER

Salary Range: \$1,439,455.00 – \$1,935,907.00 per annum

Job Scope

Under the supervision of the Office Manager, the Driver undertakes transportation assignments, including the collection and delivery of mail, goods and documents as well as the transportation of staff to and from assignments.

Core Functions

- Delivers and collects documents, mail, goods and office supplies as required.
- Transports officers safely to and from their assignments.
- Retrieves the Agency's mail from the Post Office.
- Assists in loading and unloading vehicle as required.
- Prepares reports on mechanical problems, accidents or damage to vehicle.
- Ensures that motor vehicle records are up to date.
- Submits completed requisition forms for fuel obtained for official travel and accounts for all receipts for fuel received.
- Performs other related duties and responsibilities as may be determined by the Agency from time to time.

Required Competencies

- Good interpersonal and customer relations skills.
- Good communication skills.
- Good time management, planning and organisational skills.
- Excellent defensive driving skills.
- Knowledge of the road network in Jamaica.

Qualification and Experience

- At least a secondary school leaving certificate.
- Valid General Driver's licence.
- Knowledge of basic motor vehicle maintenance would be an asset.
- At least two (2) years' related experience.

Special Conditions Associated with the Job

- Required to work on weekends and holidays.
- Extensive travelling islandwide.

***Applications along with résumés should be forwarded
no later than Friday, August 29, 2025 to:***

**The Director, Human Resources
Jamaica Information Service
58a Half-Way Tree Road, Kingston 10
Email address: hrmanager@jis.gov.jm**

***We thank all applicants for their expressions of interest; however,
only shortlisted candidates will be contacted.***