



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position:

DRIVER/OPERATOR (LEVEL 3)

QUALIFICATION AND EXPERIENCE:-

- School Leavers certificate or its equivalent.
- Valid general drivers licence.
- At least 3 years driving experience

SKILL REQUIREMENTS: -

- Good inter-personal skills.
- Oral and written communication skills
- Time management skills.
- Good knowledge of the roads of Jamaica.
- Basic knowledge of auto mechanics.
- Knowledge of the Road Traffic Regulations
- Basic computer knowledge

REPORTING RELATIONSHIP

Reports to: Head of Department/Regional/Parish/Project Manager

PRINCIPAL FUNCTIONS:-

- Operate assigned heavy equipment such as a back hoes, low boy, trucks, graders, tractors, trailers as per license and competence
- Transport agency's personnel to stipulated destinations safely and within time frames.
- Conduct routine vehicle/equipment checks.
- Operate vehicle/equipment which are properly serviced and ensure they have valid fitness, registration and insurance where applicable. Maintain copies of service records and other documents.
- Submit gas receipts and travel claims for payment in accordance with the agency's policies and procedures.
- Report accidents in accordance with the agency's policies and procedures.

Present Annual salary – \$1,984,305.

Applications should be submitted no later than

Tuesday March 19, 2024 to:

Human Resource Manager

National Works Agency

140 Maxfield Avenue,

Kingston 10 or

Application can be sent via email to

Recruitment@nwa.gov.jm

The Agency thanks all applicants. Only individuals short-listed will be contacted.

"Developing Safe, Reliable & Quality Roads"