

Accountant General's Department



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Job Description & Specification

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2024



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DRIVER

Public Building West, King Street, Kingston, Jamaica

JOB DESCRIPTION

Job Title: Driver

Post Number: 78136; 78137

Job Level: LMO/DR 1

Department: The Accountant General's Department – A Department of the Ministry of Finance and the Public Service

Reports to: Office Manager

Direct Reports: N/A

This Job Description has been approved by the Accountant General and 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. It is validated as an accurate and true description of the job as signified below:

Accountant General

Date

Date received in Human Resource Unit

Date created/revised

1. STRATEGIC OBJECTIVES

The Corporate Services Division is responsible for providing essential services to the other divisions to support the successful execution of the core Treasury functions of the Department. This Division has responsibility for human resource policies, procedures, and advice to guide management and staff; and to facilitate organizational development which includes the review and re-design of business processes. It is also responsible for capacity building including the hiring of staff and the facilitation of staff training and development for best fit, competence and high performance. The Division is also responsible for effective employee and industrial relations, a comfortable work place and facilities, and occupational health and safety. It facilitates the establishment of an accountability framework for the Department to include organizational risk analysis, strategic planning, and performance management; and provides customers and stakeholders with high quality information and service. The Division manages the finances of the Department, which includes procurement management.

This division operates on the authority of the Financial Administration and Audit Act, the Public Service Regulations 1961, the Public Sector Staff Orders 2004, the Official Secrets Act, the Access to Information Act, the Corruption Prevention Act, and various other enactments.

2. JOB PURPOSE

Reporting to the Office Manager, the Driver is responsible for transporting mail, correspondence, goods, furniture, equipment, staff and other authorized persons. The role also assists with maintaining the operational efficiency of the assigned vehicle.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To assist with maintenance and ensure proper usage of assigned vehicle.
- To transport goods, correspondence, staff, furniture and equipment to various locations.

3. KEY OUTPUTS

- Mail and other items delivered and collected.
- Mail, delivery and vehicle log books completed and maintained.
- Vehicles maintained.
- Persons transported.
- Motor Vehicle Registration, Fitness and Insurance Certifications maintained.
- Vehicle defects and accidents reported.

4. KEY RESPONSIBILITIES

Technical

- Transports staff and authorized persons to various locations, meetings and other engagements as directed.
- Delivers and collects mail, correspondence, messages, packages, goods, furniture, equipment and other items internally and externally (including private homes).
- Sorts items to be delivered according to delivery route.
- Plans and follows the most efficient routes for delivering items/transporting persons.

- Maintains a daily driving log.
- Loads and Unloads vehicle with items, ensuring items are loaded correctly and taking precautions with hazardous and fragile items, in keeping with the Department's Occupational Health and Safety policies and procedures.
- Updates and maintains mail and delivery log books, including obtaining the relevant signatures.
- Ensures the required level of petrol and other fluids at all times, and maintains a log on mileage, petrol and oil usage.
- Ensures the assigned vehicle is cleaned according to schedule and maintained.
- Inspects vehicle for defects and safe operating condition before and after carriage.
- Delivers the assigned vehicle to the garage for routine servicing or repairs as directed.
- Ensures the motor vehicle records (fitness, registration and insurance) are current and requests renewals.
- Reports any vehicular accidents/defects or mail theft/losses to the police and the Department immediately.
- Participate in the setting up of equipment as required.

Any Other Duties

- Any other related duty that may be assigned from time to time

5. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Mail, delivery and vehicle log books completed timely, accurately and in accordance with standards and instructions given.
- Goods, mail, correspondence, equipment, furniture and other items received/ delivered on time, in good condition and according to established guidelines.
- Staff and other authorized persons transported according to schedule or instructions given.
- Vehicle maintained according to schedule, agreed rules and protocols and operated in compliance with road safety and other relevant regulations.
- Vehicle accidents/defects reported timely and relevant form completed accurately.
- Customers and staff treated courteously, and services provided in keeping with the Department's Customer Service Charter.

6. AUTHORITY

- Recommends changes to vehicular care and transportation schedules.

7. CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Office Manager	Receives guidance and instructions and provides updates/feedback
Facilities Management Manager	Receives guidance and instructions and provides updates/feedback
Staff	Receives and provides information.

External

<i>Contact</i>	<i>Purpose</i>
Ministries, Departments and Agencies	Provides and receives information.

4. REQUIREMENTS FOR THIS JOB:**a. Qualification and Training**

- Functionally literate and numerate
- Valid driver's license – General class
- Successful completion of the Government Driving Test

Desired:

- Secondary education

b. Essential Experience and Knowledge

- At least three (3) years' experience in a similar capacity
- Basic knowledge of motor vehicle mechanics

c. Competencies

The following competencies are required for the effective performance of this job:

Core Competencies

- Good Oral and Written Communication
- Good Problem Solving and Analytical Skills
- Good Customer Focus Skills
- Results Focus
- Integrity

Technical Competencies

- Basic Knowledge of relevant legislations, policies and procedures
- Good knowledge of Transportation Services (Motor Vehicle / Bike)

5. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**Physical Demands**

- Required to lift and carry light loads
- Required to stand, walk and bend

Work Environment

- Frequent travel to conduct assigned duties
- Exposure to all weather conditions, road hazards and heavy traffic, periodic traffic jams, road construction, and difficult parking situations

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name of Employee

Signature of Employee

Date

Name of Supervisor

Signature of Supervisor

Date