



NATIONAL FISHERIES AUTHORITY

HEAD OFFICE | 2C NEWPORT EAST, KINGSTON 11, JAMAICA

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AQUACULTURE BRANCH | TWICKENHAM PARK, P.O. Box 833, SPANISH TOWN, ST. CATHERINE

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ANY REPLY OR SUBSEQUENT REFERENCE TO THIS COMMUNICATION SHOULD BE ADDRESSED TO THE **CHIEF EXECUTIVE OFFICER** AND THE FOLLOWING REFERENCE QUOTED.

April 22, 2025

The National Fisheries Authority is inviting applications from suitably qualified and experienced persons to fill the following positions:

DRIVER (LEVEL 2)

SALARY SCALE (\$1,409,455-\$1,935,906)

IF YOU BELIEVE YOU POSSESS THE ABOVE QUALITIES AND A STRONG DESIRE TO HELP THE AUTHORITY FULFILL ITS MANDATE, SUBMISSION OF APPLICATIONS ACCOMPANIED BY DETAILED RESUME INCLUDING THE NAMES OF TWO (2) REFEREES SHOULD BE SUBMITTED VIA THE WEB NO LATER THAN FRIDAY, MAY 9, 2025 TO:

SENIOR DIRECTOR

CORPORATE SERVICES DIVISION

NATIONAL FISHERIES AUTHORITY

2c NEWPORT EAST

KINGSTON 11

E-MAIL: fisherieshr@nfa.gov.jm

We appreciate your interest in these positions; however, only shortlisted applicants will be contacted.

Driver

JOB PURPOSE

Under the supervision of the Transport and Equipment Officer, the Driver undertakes general transportation assignments and conducts routine checks to ensure the efficient upkeep of the vehicle assigned. Responsibility is also exercised for the proper maintenance of the vehicle and for related reports and maintenance records.

KEY RESPONSIBILITY AREAS

- Conducts routine engine and mechanical checks of the assigned vehicle to ensure all systems are functional.
- Transport Vessels and Conveyances islandwide within agreed timeframe
- Notifies supervisor that vehicles are in need of servicing.
- Prepares daily log of duties.
- Inspects Certificates of Fitness, Insurance and Registration for vehicle to ensure validity.
- Carries out basic maintenance of the vehicle to ensure good working performance.
- Delivers and collects equipment, supplies and documents.
- Ensures staff are transported to and from various points islandwide safely.
- Prepares reports on mechanical problems.
- Prepares detailed reports on accidents or damage to vehicle;
- Always maintains sufficient fuel in the vehicle;
- Submits completed requisition forms for fuel obtained for official travel.

OTHER RESPONSIBILITIES

- Performs other related duties that may be assigned from time to time.

AUTHORITY

- Nil

PERFORMANCE STANDARDS

- Vehicle kept clean and tidy.
- Professional attire must be always displayed
- Mail/documents/goods delivered and collected within an agreed time frame.
- Officers transported safely to their destination.
- Certification of fitness completed
- Logbook prepared daily in the required format.
- Reports prepared as required and submitted within the established timeframe.
- Fuel reports approved and submitted as required.
- Accidents reported and written statements submitted to Supervisor.

REQUIRED COMPETENCIES

The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade ‘1’ being the lowest and ‘3’ or ‘4’ the highest

| Core Competency | Required Level (1-4) | Technical Competency | Required Level (1-4) |
|--------------------------|----------------------|---|----------------------|
| Oral Communication | 1 | Knowledge of the operations of the Authority’s transportation procedures. | 1 |
| Written Communication | 1 | Ability to write a basic incident/accident report; | 1 |
| Interpersonal Skills | 1 | Proficiency in basic mechanics. | 1 |
| Customer & Quality Focus | 1 | Knowledge of defensive driving techniques; | 1 |
| Integrity | 1 | Knowledge of basic service requirements of vehicles; | 1 |
| Initiative | 1 | Knowledge of the Road Traffic Act. | 1 |

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|------------------------|---|--|--|
| Teamwork and | 3 | | |
| Cooperation Compliance | 3 | | |

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Basic GOJ requirements for Entry to the Civil Service
- Valid General Driver’s License.
- Two (2) years' experience in a similar position.
- Understanding of Basic Mechanical Operations would be an asset

OR

- School Leaving Certification from a secondary institution.
- Valid General Driver’s License.
- Four (4) years' experience in a similar position.
- Understanding of Basic Mechanical Operations would be an asset

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Extensive travelling throughout the island.
- May have to work for extended hours for e.g. to transport persons to conferences in the rural areas
- May be required to stay overnight out of town locations