



**WESTERN REGIONAL HEALTH AUTHORITY
LOT 31B, FAIRVIEW SHOPPING CENTRE
MONTEGO BAY
ST JAMES**

VACANCY

Applications are invited from qualified persons for the position of:

DRIVERS (LMO/DR 1)

Regional Office

Salary Scale: \$1,181,440.00 - \$1,588,912.00 per annum

The Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ **Drivers** for the **Regional Office**. Reporting to the Transport Manager, the Driver contributes to the day-to-day operations of the Unit by driving assigned vehicles to transport personnel and the collection of goods, furniture, equipment, correspondences and documents. The incumbent will also be expected to:

CORE FUNCTIONS:

- ❖ Develop individual work plan for submission to the Manager
- ❖ Keep assigned vehicle clean and tidy and operates with due care
- ❖ Complete motor vehicle checklist prior to deployment
- ❖ Ensure that all documentations (certificates of insurance, fitness, registration etc.) are current and placed in the vehicle at the start of the work day
- ❖ Transport staff members and other health personnel to and from assigned destinations
- ❖ Ensure timely transportation of all documents, furniture and equipment to designated locations
- ❖ Ensure that security personnel at the gates check and log the vehicle before exiting the property
- ❖ Complete log books on completion of assignments and submits to the Supervisor daily
- ❖ Observe and engage in defensive driving techniques at all times
- ❖ Ensure gas cards are utilized in strict accordance with stipulated procedures
- ❖ Return vehicle(s) daily to the designated site and ensures that it is securely locked
- ❖ Return gas cards and motor vehicle keys at the end of each shift
- ❖ Ensure timely transportation of approved personnel to and from various locations
- ❖ Report accidents in accordance with regulations and prepares and submits reports
- ❖ Undertake routine maintenance of vehicles by checking engine oil, brake fluid, etc. as directed by the Manager and or guided by the Auto Mechanic
- ❖ Ensure that all accidents (major or minor) are reported to the Transport Supervisor immediately and the necessary report/s produced and submitted within the agreed timeframe
- ❖ Assist the Attendant with the checking of items being collected especially goods that are

supplied by suppliers and ensures that goods receipt notes are correct before signing

- ❖ Assist the Attendant to lift/pack items being picked up/delivered and ensures delivery
- ❖ Inspect vehicles on repair and ensure that repairs have been effected as stipulated
- ❖ Perform other related duties that may be assigned by the Transport Manager

SPECIFIC KNOWLEDGE/SKILLS REQUIRED:

- ❖ Basic written and oral communication skills
- ❖ Ability to write a basic incident/accident report
- ❖ Knowledge of Mechanical and Road Code skills
- ❖ Good interpersonal and customer relations skills
- ❖ Attention to detail
- ❖ Knowledge of the Authority's policies and procedures
- ❖ Knowledge of defensive driving techniques
- ❖ Knowledge of the Road Traffic Act
- ❖ Ability to drive a multi-passenger vehicle safely and appropriately

QUALIFICATION & EXPERIENCE:

- ❖ High School/Secondary School Leaving Certificate
- ❖ Holder of a General Driver's License to include trucks, motor cars (not less than 3000kgs laden weight)
- ❖ Approved by the National Works Agency to operate Government-owned motor vehicles
- ❖ Minimum of four (4) years work experience in a similar capacity
- ❖ Certification in Defensive Driving would be an asset

Application letter along with detailed resume should be submitted no later than

May 29, 2026 to:

**The Director
Human Resource Management and Development
Western Regional Health Authority
Lot 31b, Fairview Shopping Centre
St. James
Or e-mail: wrojobs@wrha.gov.jm**

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED