



**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 2)**

**Regional Office**

**Salary Scale: \$1,439,464.00 - \$1,935,908.00 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, documents and waste to and from various locations. 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 submit reports
- ❖ Assist with the inspection of vehicle repairs and servicing and ensure repairs and servicing are carried out as stipulated
- ❖ Notify the Transport Supervisor of mechanical and other defects or needed repairs to the assigned vehicle
- ❖ Undertake routine maintenance of vehicles by checking engine oil, brake fluid, etc. as directed

by the Manager and or the 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 that items are delivered
- ❖ 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 4535kgs laden weight)
- ❖ Approved by the National Works Agency to operate Government-owned motor vehicles and or trucks
- ❖ Minimum of four (4) years of 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](mailto:wrojobs@wrha.gov.jm)**

***ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED***