Applications are invited from suitably qualified candidates to fill the following position within the **Corporate Services Division** at the National Land Agency.

TEMPORARY DRIVER – LEVEL 2
(4 VACANT)

This position reports to the Transport Supervisor.

Job Purpose

To transport staff and equipment to and from assignments and ensure the timely delivery of mail and other correspondence to their destination in keeping with established guidelines.

Key Responsibilities:

Administrative/Technical Responsibilities

- Collects assignments from supervisor and performs assigned duties
- Transport staff to assignments safely and in a timely manner
- Collects and delivers mail from Central Registries and delivers to destination
- Completes Log Books on completion of assignment and submits to supervisor on a daily basis
- Undertakes routine/daily basic checks of vehicles such as checking of engine oil, transmission oil, brake fluid, etc.
- Reports mechanical and other defects of vehicle immediately to Supervisor
- Takes vehicle to garage for servicing and/or repairs as instructed
- Ensures that all documentation (insurance, certificate of fitness and certification of registration etc.) is current and placed in the vehicle at the start of the work day
- Returns vehicle daily to the designated site and ensures that is securely locked

Other Responsibilities

- Reports accidents to relevant authorities and prepares report within the established timeline
- Utilizes gas cards in accordance with established regulations and returns to Supervisor on completion of use each day
- Performs other related duties assigned from time to time by the Supervisor.
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Required Skills/ Competencies

The incumbent should demonstrate:

- Good interpersonal skills
- Good time management skills
- Excellent defensive driving skills
- Knowledge of basic motor vehicle maintenance
- Good road knowledge of the island

Minimum Required Qualifications and Experience:

- High School/Secondary School Leaving Certificate
- Holder of a General driver's licence to include Motor Cars, Trucks (not less than 3000 kgs laden weight) and PPV Licence should be without traffic violations or endorsements
- Minimum of three (3) years related working experience

Training or exposure in customer service would be an advantage

Remuneration Package: - Salary Range: **$1,181,428.00- 1,588,889.00 p.a**

A letter of Application accompanied by a *Résumé* should be submitted no later than **August 28, 2026** to **jobapplications@nla.gov.jm** for the attention of:

The Director, Human Resource Management & Development
National Land Agency
35 Hope Road
Kingston 10

Interested applicants should submit their **application letter and résumé in PDF format**, with the **job title clearly indicated in the email subject line**.

We appreciate all responses but only short-listed applicants will be contacted.