INTEGRITY COMMISSION

CAREER OPPORTUNITY

Driver/Bearer

Job Summary

The Driver/Bearer is accountable to the Manager, Office Services for the effective and efficient provision of delivery, collection and transportation services in order that the Entity achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Annually updates, in conjunction with the Manager, Office Services, own Job Accountability and Performance Targets; ensuring alignment to the Division's Strategic Plan.
2. Develops, in conjunction with the Manager, Office Services, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
3. Dispatches and collects mails as directed.
4. Collects and signs for mail in the Document Centre.
5. Updates Mail collection and distribution Log Book daily.
6. Delivers letters and other articles throughout the Corporate Area as requested.
7. Delivers monthly statutory & non-statutory salary related payments in respect of monthly and fortnightly salaries.
8. Delivers meeting papers and notices to Board Members.
9. Collects stationery, groceries and other supplies as requested.
10. Assists with the moving of Office furniture & equipment, as required.
11. Transports members of staff as directed.
12. Maintains an up-to-date Log of daily activities.
13. Effects minor mechanical repairs and adjustments to vehicle assigned.
14. Checks to ensure that general servicing and repairs are done as required.
15. Ensures that Company Motor Vehicle/ Motorbike assigned is maintained in good roadworthy condition.
16. Exercises the highest level of Integrity and confidentiality in performing duties.
17. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Manager, Office Services.

Minimum Required Qualifications and Experience

- Valid Motor Vehicle License/Motor Bike License.
- NWA Government Driver Certification
- At least one (1) year experience as a Bearer/Driver

Other Desirable Qualifications & Experience that would be an asset

- Training in Defensive Driving, an asset.

Desired Skills & Competencies

- Shares the Commission's values, mission and vision.
- Good judgment and able to work on own initiative.
- Highly confidential, self-driven and motivated.
- Ability to set and meet deadlines.
- Good oral and written communication skills.
- Clean Police Record and Driving/Riding Record.
- Good Interpersonal, social and Customer Service Skills.
- Ability to inspire the confidence of others, command respect of others and respect the dignity of others.
- Good integrity and character.

Specific Knowledge

- Basic knowledge of the Integrity Commission's Strategy, policies and procedures.
- Working knowledge of automotive mechanics.

Working Conditions

- Exposure to heat and dust.
- Mainly external environment
- Occasionally Irregular and unscheduled hours
- Frequent driving/riding/walking to various locations in the performance of duties.

EMOLUMENTS PACKAGE

Basic Salary **$1,240,499.00 per annum**

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATIONS OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than

Friday, November 27, 2026 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
Kingston 5
Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted. Please be advised that the successful candidate will be subjected to background checks.