

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Process Server/ Driver Bearer**

##### **Job Summary**

The Process Server/ Driver Bearer is accountable to the Manager, Office Services to efficiently and effectively serve/deliver legal documents issued by the Integrity Commission, to include Subpoenas, Summons and Complaints, in order that the Commission 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. Serves/delivers all legal documents issued by the Integrity Commission to persons named in the document.
4. Uses acceptable and creative methods to locate persons to be served/issued the document.
5. Serves the document in the correct manner stipulated by the Integrity Commission.
6. Maintains proper records of processes served, to include time and place of delivery, as actual evidence that the document was served/issued.
7. Maintains Log of documents collected for delivery.
8. Copies documents and collate copies as may be required.
9. Maintains up-to-date Log of daily activities.
10. Prepares status report on Process Serving activities, as required.
11. Ensures that Company Motor Vehicle/ Motorbike assigned is maintained in good roadworthy condition.
12. Exercises the highest level of Integrity and confidentiality in performing duties.
13. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Manager, Office Services.
14. Contributes to the preparation of the Division's monthly performance report. Attend the monthly Divisional meeting enabling collective performance management of the Division.

## **Minimum Required Qualifications and Experience**

- Valid Motor Vehicle License/Motor Bike License
- NWA Government Driver Certification
- Three (3) years' experience in similar position
- or
- Four (4) CXC Subjects,
- Valid Motor Vehicle License/Motor Bike License.
- NWA Government Driver Certification
- One (1) year experience in similar position

## **Other Desirable Qualifications & Experience that would be an asset**

- Training in legal documentation.

## **Desired Skills & Competencies**

- Shares the Commission's values, mission and vision.
- Good judgment and able to work on own initiative.
- Highly self-driven and motivated.
- 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.
- Ability to work with sensitive information and maintain confidentiality
- Well-developed oral and written communication skills to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Ability to stand and walk for long periods of time, sometimes in adverse conditions, whilst still maintaining an alert mental frame of mind.

## **Specific Knowledge**

- Knowledge of procedures for handling legal documents.
- Basic knowledge of automotive mechanics.
- Basic knowledge of record keeping.

## **Working Conditions**

- Irregular hours from time to time.
- Exposure to heat and dust.
- Exposure to hostile environment.
- Frequent driving/riding/walking to various locations in the performance of duties.

## **EMOLUMENTS PACKAGE**

Basic Salary: \$1,439,455.00 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 DECLARATION 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, August 15, 2025 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
6<sup>th</sup> Floor Sagicor Sigma Building  
63-67 Knutsford Boulevard  
Kingston 5

**Or email:** [vacantpositions@integrity.gov.jm](mailto: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.**