



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry



Health. Safety. Fairness in Trade.

The National Compliance & Regulatory Authority (NCRA), an Agency of the Ministry of Industry, Investment and Commerce, is seeking to identify a suitable candidate to fill the following position:

Driver/Messenger (LEVEL 2)

Salary Range: \$1,439,455 – \$1,935,907 per annum

JOB SUMMARY

Under the general supervision of the Administrative Service Officer, the Driver/Messenger is responsible for the daily transport, delivery and collection of equipment/samples, documents/mails and supplies on behalf of the NCRA, islandwide. The incumbent is also required to transport staff members in the performance of their official duties, as deemed necessary.

KEY RESPONSIBILITIES

- Collects and delivers samples for laboratory testing
- Collects and delivers mail/supplies/equipment on behalf of the Authority, as directed
- Transports staff members to and from inspection/assignments safely and within required timeframes
- Maintain daily motor vehicle and assignment logs
- Assists in loading and unloading goods/materials/samples from time to time
- Assists marketing team in ensuring promotional items/equipment is transported and set-up at the promotional locations islandwide
- Ensures routine maintenance of vehicle is conducted (including checking engine oil, brake fluid etc.) on a regular basis and maintains vehicle in an acceptable manner
- Records data for fuel and oil requested on Daily Assignment Record
- Ensures that all documents (Insurance, Fitness Certificate etc.) are current and that they are kept in the vehicle
- Reports mechanical and other defects of the vehicle to the Supervisor
- Takes vehicle to the Examination Depot for certification of fitness
- Prepares reports giving details of accident(s) in which the vehicle assigned is involved
- Performs any other related duties as assigned by the Director/Supervisor from time to time.

REQUIRED COMPETENCIES

- Able to follow instructions carefully;
- Good attention to details;
- Excellent interpersonal skills;
- Good oral and written communication skills;

- Good time management skills.
- Knowledge of Jamaican road code;
- Good road knowledge of the island of Jamaica;
- Knowledge of basic motor vehicle maintenance;
- Excellent defensive driving skills;
- Able to follow instructions carefully;
- Able to cope well under pressure;
- Confidentiality, integrity, reliability and professionalism are demonstrated in the execution of duties and in personal conduct;
- Pleasant demeanour;
- Strong work ethic with a positive approach to the job.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Completion of Secondary level education;
- Valid General Driver's License (Motor Cars & Trucks to include PPV);
- Five (5) years related work experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond normal office hours;
- May be required to work early mornings, late evenings and public holidays;
- Lifting and bending

Applications must be submitted no later than **February 6, 2026** by email to:
humanresource@ncra.org.jm

The subject line must state the Job position you are applying for.

Please note that while we appreciate all applications, only shortlisted applicants will be contacted.