



Southern Regional Health Authority



Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in **MAY PEN HOSPITAL:**

DRIVER (LMO/DR 1)

Salary range \$1,181,440 – \$1,588,912 annum and any allowance(s) attached to the post

Job Summary

Under the supervision of the Hospital Administrator, the incumbent is responsible for providing transportation services for the facility.

Qualifications & Experience:

- Secondary School Certificate
- Certification, Defensive Driving Techniques and First Aid
- Successful in the driving test carried out by the Island Traffic Authority
- Must be at least twenty-one (21) years old, the holder of a valid General Drivers' Licence (M/Cars & Trucks N/E 4000 kgs), with a minimum of five (5) years' experience as a Driver

Required Knowledge, Skills and Competencies:

- Ability to communicate effectively both orally and in written format.
- Good interpersonal relations skills
- Good customer service skills
- Sound integrity, ethics in performance of duties
- Excellent use of Information, Communication & Technology
- Knowledge of the Performance Management Appraisal System
- Knowledge of MyHR+
- Knowledge of the Data Protection Act

Key Responsibilities will include:

- Delivers and picks-up documents and mail within and outside of the Region.
- Transports staff or designated persons to clinics, conferences, seminars.
- Collects and delivers supplies such as drugs and vaccines as directed
- Maintains the assigned vehicle in good working condition.
- Writes reports concerning any accidents, damage, and loss of parts from the vehicle.
- Records all movements of vehicles in the Daily Assignment Book
- Ensures that the vehicle is in proper working order before leaving the compound.
- Transports patients for special treatment to other health facilities in and out of the region.
- Ensures safe custody of the vehicle at all times while on duty
- Complete the 'Vehicle Checklist' at the start and end of each shift
- Responds to emergency as directed by Supervisor.
- Undertakes other related functions assigned by the Supervisor from time to time

Applications along with resume should be sent no later than **Monday August 03, 2026** to:

Senior Human Resource Officer
May Pen Hospital
Muirhead Avenue, Clarendon, Jamaica
E-Mail – jobs.mphhr@gmail.com

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS VIA EMAIL****

*****PLEASE INDICATE IN THE “SUBJECT LINE” THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING*****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED