



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Driver
DEPARTMENT: Environmental Health Department
MINISTRY: Health and Human Services
LOCATION: Grand Turk

To provide support service to the Primary Health Care Department personnel to maintain the cleanliness of buildings, moving clients and moving supplies and materials.

KEY DUTIES AND RESPONSIBILITIES:

- Transports Medical staff in accordance with the Official Transportation Diary
- Transports official visitors, other personnel and materials as instructed
- Ensures timely delivery of clients or materials
- Assists with preparation and organization of official functions
- Loads and unloads materials from the vehicle
- Keeps a written record of activities where required
- Cleans vehicle inside and outside
- Organizes general maintenance of official vehicles as required
- Adheres to all Public Service codes, rules and regulations

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- High School Diploma

Experience:

None, on the job training will be provided

SALARY: \$745.38 Bi-Weekly

APPLICATION PROCEDURE





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Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

