



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

**JOB TITLE:** **Driver/Messenger**

**MINISTRY:** **Public Safety & Utilities**

**DEPARTMENT:** **Postal Services**

**LOCATION:** **Providenciales**

### **JOB SUMMARY:**

To open and close the post office daily. To assist in preparing outgoing local and foreign mail. Seal mail bags before they leave the office. Deliver mail to and collect mail from the Airport. Clear the mailbox at the post office and airport. Sort mail and put mail in post boxes. Prepare all documents for international mail. Deliver mail to Government Departments.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Security of the Post Office – open and close daily
- Sort mail
- Delivery of mail
- Collect and deliver mail to and from the airport
- Clear mailboxes
- Prepare mail schedule

### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Must be computer literate

#### **Qualifications:**

- High School Diploma

#### **Experience:**

- Will acquire the necessary experience while on the job





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**The experience should include:**

- On the job training, workshops etc.

**SALARY: Grade 2.1 - \$886.00 bi-weekly**

**APPLICATION PROCEDURE:**

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, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

**"TURKS AND CAICOS ISLANDERS NEED ONLY APPLY"**

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

