



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Liaison Officer

DEPARTMENT: Department of Motor Vehicles

MINISTRY: Ministry of Home Affairs and Transportation

LOCATION: South Caicos

JOB SUMMARY:

To ensure that all public and private vehicles are in compliance with the Road Safety Ordinance and to assist with the processing of vehicle registration, Driver's Licenses and Data Entry.

KEY DUTIES AND RESPONSIBILITIES:

- Inspect Public Service Vehicles
- Take photographs to process Driver's License
- Control the movement of private and commercial vehicles including Taxi Cabs at all international airports
- Ensure that Public Service operations are conducted in accordance with the public service license
- Advise the General Public on Road Safety policies and Regulations
- Administer road test for Drivers License
- Process government receipts
- Adhere to all Public Service codes, rules and regulations
- Perform any other related tasks that may be assigned

QUALIFICATIONS AND EXPERIENCE:

- An Associate Degree in Business Administration or a related field
- Holds a valid Driver's License
- This job requires at least two (2) years' experience in a relevant field to acquire the necessary competencies to effectively respond to the challenges of the job.

REMUNERATION PACKAGE:

SALARY – Grade 5 \$38,691.00 per annum

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, 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.

