



## LAND SETTLEMENT AGENCY

**Unit : Corporate Services Unit**

**Position : Driver Courier**

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### **Job Summary**

The Driver Courier performs general support functions such as transport / courier duties and basic vehicle maintenance and inspection.

### **Organizational Relationships**

- The Driver Courier reports directly to the Administrative Support Clerk II, and other Unit Heads as necessary.
- Interfaces with other Divisions / Units.
- Interfaces with personnel from the Ministry of Housing and Urban Development and other Agencies inclusive of LSA's suppliers.

### **Duties and Responsibilities**

- Performs basic routine maintenance operations with respect to the Agency's motor vehicles on a weekly basis or as required.
- Drives a vehicle for the transport of the Personnel and Materials.
- Liaises with suppliers re: vehicle maintenance.
- Assists with the movement of items/office equipment at the Agency's respective offices.
- Any other related function/s as assigned by the Administrative Support Clerk II.

### **Qualifications, Training and Experience**

- Minimum of three (3) years' experience in driving motor vehicles
- Primary school leaving certificate or evidence of having attended a secondary school for a minimum of three (3) years
- Possession of a valid Trinidad and Tobago Driver's Permit with endorsements for light motor vehicle and heavy motor vehicle (which includes manual transmission)
- Possession of a Police Certificate of Good Character