



VACANCY WITHIN THE NATIONAL SOLID WASTE MANAGEMENT AUTHORITY

TRANSPORT OFFICER

The National Solid Waste Management Authority (NSWMA) invites applications from suitably qualified persons to fill the position of **Transport Officer**.

The successful candidate will report to the National Fleet Manager and has direct responsibility for all administrative activities in respect of the Company's Fleet. The incumbent will prepare reports, ensure that accidents which involve the Authority's Fleet are reported and documented, assist with the maintenance of electronic Fleet Management information, oversee the physical up keep of the store room and perform any other related duties and responsibilities as assigned.

QUALIFICATIONS REQUIRED

Education/Experience:

- Diploma in Mechanical Engineering
- Holder of a valid driver's license
- Three (2) years working experience in a related field

Specifications:

- Ability to communicate effectively at all levels;
 - Strong organizational skills with the ability to manage multiple tasks;
 - An aptitude to follow written and oral instructions;
 - Ability to carry out tasks without constant supervision;
 - Sound time management skills;
 - Ability to exercise initiative, good reasoning and sound judgement.
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Applications with Résumés should be sent by **Friday, January 13, 2023**.

**The Human Resource Department
National Solid Waste Management Authority
61 Half Way Tree Road
Kingston 10
Email: applications@nswma.gov.jm**

Only shortlisted candidates will be contacted.