

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to temporarily fill the post of **Manager, Transport & Fleet Management (GMG/SEG 1) (non-vacant)** for the period **February 24, 2025 to March 21, 2025** in the Administration and Office Services Branch, Corporate Services Division; salary range **\$3,501,526.00 - \$4,709,163.00 per annum**.

JOB PURPOSE

Under the leadership and direction of the Director, Administration & Office Services, the Manager, Transport & Fleet Management is responsible for the organisation, assignment, maintenance and security of the MOJ's fleet management systems and procedures in accordance with the Financial Administration and Audit Act and Regulations and the Revised Comprehensive Motor Vehicle Policy for the Public Sector. In addition, the Manager consults with the Court Management Division and coordinates the acquisition of vehicles for just over 60 supreme court judges in a cyclical manner.

REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Management Studies, Public Sector Management, Business Administration or similar discipline or NVQJ Level 4 Automotive Management - HEART NSTA;
- Certification in Auto Mechanics/Fleet Management Processes;
- Three (3) years' experience working in a fleet management or transport environment.

Kindly submit cover letter and resume along with the name, telephone number and email address of two (2) references, one must be a former/current supervisor ***no later than Wednesday, February 19, 2025 to:***

Senior Director, Human Resource Management and Development

Ministry of Justice

61 Constant Spring Road,

Kingston 10

or via

Website: moj.gov.jm/careers/apply

The Ministry of Justice thanks all applicants for their interest, but only those shortlisted will be contacted.