



DOMINICA STATE COLLEGE

JOB VACANCY

Applications are invited from suitably qualified individuals to fill the following position of:

MESSENGER/DRIVER

JOB SUMMARY

Under the supervision of the Bursar, the Messenger/Driver collects and delivers mail, serves as Driver, maintains a vehicle log book and performs other related activities.

DUTIES & RESPONSIBILITIES

1. Collects and delivers mail to facilitate the receipt and dispatch of mail and correspondence to:
 - (a) Receive and sort out-going mail according to destination;
 - (b) Verify that out-going mail is properly recorded in the out-going register;
 - (c) Deliver mail and obtain signatures of persons in receipt of mail;
 - (d) Pick up and post mail as required/directed.

2. Serves as Driver and maintains a log book to facilitate local administration to:
 - (a) Collect and transport stationery, supplies, materials and equipment;
 - (b) Deliver mail
 - (c) Transport staff and students to meetings, sporting activities and other DSC approved activities;
 - (d) Record relevant information in the vehicle log book;
 - (e) Check condition of vehicle and report to Bursar;
 - (f) Ensure that all work assignments are completed before the end of every shift
 - (g) Ensure that all material for delivery and postage, and material & equipment collected are serve up to dispatch

QUALIFICATIONS

1. Secondary School Certificate.
2. Possession of a Valid Class 'C' Driver's License with at least 3 years driving experience. Must be able to operate manual transmission.
3. Previous experience in any delivery position

SKILLS & ABILITIES

1. Competence as an experienced and careful driver
2. Ability to maintain good working relationships with faculty, administrative staff and students;
3. Ability to communicate effectively both orally and in writing

4. Ability to understand and follow prescribed procedures and specified instructions;
5. Maintain physical condition appropriate to the performance of assigned duties and responsibilities;
6. Good interpersonal skills
7. Good Team player
8. Familiarity with the layout of your general delivery area
9. Ability to manage multiple tasks within given time frames
10. Good planning and decision-making skills

Interested individuals should submit complete applications with:

- Signed cover letter
- CV
- Copies of Academic Qualifications
- Copy of recent Police Record
- Two (2) letters of reference from individuals who can attest to abilities and performance – (1) Professional, (1) Character

To:

THE HUMAN RESOURCE MANAGER
HUMAN RESOURCE DEPARTMENT
DOMINICA STATE COLLEGE
STOCK FARM
P.O. 2066
ROSEAU

Or email: hr@dsc.edu.dm

DEADLINE FOR RECEIPT OF APPLICATIONS IS 4.00 P.M. Friday January 3, 2025.