



NORTH-EAST REGIONAL HEALTH AUTHORITY

FLEET COORDINATOR (SOG/ST 5)

The North-East Regional Health Authority, a statutory body under the Ministry of Health with responsibility for the management and delivery of public health services within the parishes of **St. Ann, St. Mary and Portland**, is seeking a dynamic, proactive and forward thinking individual with strong analytical and team building skills to fill the position of **Fleet Coordinator**, St. Ann's Bay Maintenance Unit.

Reporting to the Regional Maintenance Manager, the individual is responsible for the efficient management of the Authority's fleet of vehicles ensuring that they are maintained in a road worthy state, and proper security and control measures are instituted.

Key Duties

- Ensuring the smooth operation of all activities pertaining to management and servicing of the Authority's fleet of vehicles.
- Preparing the annual projections of expenditure, monitoring budget and accounting for variances.
- Ensuring that vehicles are licensed, insured and checked for fitness on a timely basis
- Coordinating the assignment and deployment of vehicles.
- Developing and implementing systems to monitor the use and care of all vehicles.
- Scheduling and rostering the auto mechanics to ensure timely servicing and repairing of vehicles.

Qualifications and Experience:

- Diploma in Mechanical Engineering from an accredited institution
- Certificate in Supervisory Management
- Minimum two (2) years experience at the supervisory management level
- General Driver's License

Required Specific Skills and Competencies:

- Critical Thinking & Analytical skills
- Basic skills in automotive repairs
- Sound knowledge of the regulations governing road usage
- Sound knowledge of defensive driving techniques

Applications along with resumé should be submitted no later than **Friday, October 26, 2018** to:

**The Director,
Human Resource Management & Industrial Relations
North-East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann,
Jamaica, West Indies.**

E-mail: jobs@nerha.gov.jm Fax: (876) 795 - 2747

NB. WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS WILL BE ACKNOWLEDGED.