



CAREER OPPORTUNITY

Applications are invited from suitably qualified candidates to fill the following post in the Major Organised Crime & Anti-Corruption Agency (MOCA):

TRANSPORT OFFICER (LEVEL 2)

KEY DUTIES INCLUDE (but not limited to)

Ensuring:

- the provision of superior, safe, timely and reliable transportation services;
- compliance with traffic and road security and safety laws/rules;
- efficient vehicle management through the proper use of vehicle maintenance plans and provide assistance in preparing vehicle history reports;
- the availability of all required documents/supplies, including vehicle insurance, vehicle registration, vehicle logs, office directory, working CUG, first aid kit and necessary spare parts within the assigned vehicle.

Other Responsibilities:

- Administrative Support;
- Perform miscellaneous office services duties.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Completed secondary level education.
- Three (3) years' proven related work experience as a Transport Officer (producing a safe driving record).
- Valid Transport Officer's License.
- Certification from the Jamaican-German Automotive School (JAGAS) or HEART/NSTA Trust would be an asset.



SPECIFIC KNOWLEDGE, SKILLS & ABILITIES

- Knowledgeable about the Jamaican terrain and routes;
- Extremely knowledgeable about the road code and regulations;
- Ability to navigate the roadways (knowledge of roads and conditions);
- Ability to drive defensively;
- Possess excellent interpersonal skills and attitude;
- Effective communication skills (both oral and written communication);
- Ability to work a flexible work schedule;
- Excellent client service;
- Knowledgeable about the workings of a motor vehicle, both structurally and operationally and the required documentation and processes.

SPECIAL CONDITIONS

- There are minimal personal security risks associated with performing this role.
- Depending on the nature of the case, the incumbent may be placed in a hazardous situation.
- Required to work beyond normal working hours, weekends and public holidays whenever the need arises.
- Physical effort may be required e.g., changing tires, lifting packages.

CONSIDERATIONS

At MOCA, the paramount consideration in the recruitment and employment of staff is the necessity to secure the highest standards of integrity, competence and efficiency. All employment decisions are made on the basis of qualifications and organisational needs. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. All candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application, mandatory vetting and integrity screening.

Application letters accompanied by résumés should be submitted **NO LATER THAN TUESDAY, 16TH SEPTEMBER 2025** via email to recruiting@moca.gov.jm stating the position being applied for in the subject line. Letters should be addressed to:

**Director, Human Resources & Office Services
Major Organised Crime & Anti-Corruption Agency
2nd Floor NCB (North) Towers,
2a Oxford Road,
Kingston 5**

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.