



VACANCY

Executive Driver

CHRISTEL HOUSE JAMAICA is part of a global network of schools serving over 6000 students from under-resourced communities in India, Jamaica, Mexico, South Africa, and the US. Our vision is to create a world where poverty does not limit potential. Our holistic model integrates academics, leadership and character development, health and social services and college and career guidance to help students become self-sufficient, contributing members of society.

WHAT YOU WILL DO: Christel House Jamaica is seeking a professional and reliable Executive Driver to provide safe and efficient transportation for the Chief Executive Officer and Social Services staff, parents and students. The Driver will support scheduled appointments, school-related functions, community outreach activities, and other official engagements, consistently representing Christel House Jamaica's values of integrity, service, and excellence.

SALARY RANGE: JMD \$1,000,000 – 1,440,000 per annum

QUALIFICATIONS AND EXPERIENCE

Minimum Qualification and Experience:

- Secondary education
- A valid General Driver's License
- Minimum of 3 years' professional driving experience, preferably in an executive or institutional setting.

Required Skills and Specialised Techniques

- Valid Jamaican Driver's License (appropriate class for vehicle operated).
- Clean driving record with demonstrated safe driving history.
- Ability to successfully pass background checks and drug/alcohol screening.
- Sound knowledge of Jamaica's Road Traffic Act and safety regulations.
- Strong communication and interpersonal skills.
- High degree of discretion, reliability, and professionalism.

MAIN DUTIES & RESPONSIBILITIES

Executive Transportation

- Transport the CEO to and from meetings, official functions, community engagements, and other school-related appointments safely and on time
- Maintain flexibility to accommodate the CEO's scheduling needs, including occasional early morning and evening trips
- Maintain strict confidentiality regarding the CEO's schedule, conversations, and movements at all times



Social Services Support

- Transport Social Services staff on home visits, community outreach programmes, field assessments, and other off-site activities
- Assist with the collection and delivery of donated items, supplies, or documents in support of Social Services operations
- Maintain awareness of the sensitive nature of Social Services work and ensure the safety and comfort of staff during all trips
- Communicate promptly with the Social Services team regarding scheduling changes, delays, or route adjustments

Vehicle Maintenance & Safety

- Conduct daily pre-trip inspections to verify the vehicle is roadworthy, clean, and properly fuelled
- Report any mechanical issues, damage, or safety concerns to the Operations Department promptly
- Ensure the vehicle is always kept clean and presentable, both internally and externally
- Monitor and coordinate routine servicing and maintenance schedules with appropriate personnel

Documentation & Compliance

- Maintain accurate and up-to-date mileage logs, trip records, and fuel consumption reports
- Ensure all vehicle documentation (registration, insurance, fitness certificate) is current and compliant with Jamaican law
- Respond calmly and effectively to emergencies, including vehicle breakdowns, accidents, and medical situations
- Carry out any other driving-related duties as assigned by the CEO or Social Services team

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond normal working hours during school events, meetings, and special activities
- Participation in professional development and staff training initiatives is required

All applications should be submitted by May 29, 2026 via email to hr@jamaica.christelhouse.org

Human Resources Talent and Culture Officer

Christel House Jamaica



Dobson's Farm,
Twickenham Park,
Spanish Town,
St. Catherine