



**The Jamaica Urban Transit Company Limited**

**seeks to recruit**

**Five (5) Dispatchers  
(Rockfort/1, Portmore/3, HWTTC/1)**

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Diploma in Business Administration or Management Studies with at least one (1) year supervisory experience.

**OR**

- HEART Business Management (Supervision) Level 3 with at least two (2) years working experience.

**CORE FUNCTIONS:**

The incumbent will be required to perform duties to include but not limited to dispatching functions as assigned in order to meet service demands.

The successful candidate should possess:

- Knowledge of bus, schedules and scheduling rules
- Sound knowledge of JUTC'S dispatching procedures
- Sound knowledge of all codes, regulations, policies and procedures related to the bus operations
- Sound knowledge of the road network of the Kingston Metropolitan Transport Region
- Knowledge of first aid, safety and emergency technique/procedures
- Good supervisory and interpersonal skills
- Proficiency in the use of Microsoft Office Suite
- Exercise of good judgement in emergency and other stressful situations
- Ability to communicate effectively both orally and in writing

**REMUNERATION:**

- *Salary Range: \$1,984,305.00 - \$2,668,670.00 per annum, payable monthly*

Application letter with curriculum vitae should be sent by **July 31, 2023** to:

**“Recruitment”  
Jamaica Urban Transit Company Limited  
Michael Manley Drive  
P.O. Box 575  
Twickenham Park  
Spanish Town  
Fax: 907-2209  
Email: [recruitment@jutc.com.jm](mailto:recruitment@jutc.com.jm)**

**JUTC, YOUR ROUTE TO EXCELLENCE**