



JAMAICA URBAN TRANSIT COMPANY LIMITED

GENERAL NOTICE

Chief Dispatcher needed for the National Rural School Bus Service

Minimum Qualifications & Experience:

- Diploma in Business Administration or Management Studies with at least three (3) years supervisory experience

OR

- NVQ-J Level 3 Business Management (Supervision) with at least four (4) years working experience

Core Functions:

The incumbent will be required to monitor and coordinate all functions of the location to ensure the efficient dispatching of buses and crews to meet service demands.

The successful candidate should possess:

- Knowledge of bus, schedules and route services
- Sound knowledge of JUTC'S dispatching procedures
- Sound knowledge of all codes, regulations, policies and procedures related to the bus operations
- Knowledge of first aid, safety and emergency technique/procedures
- Strong supervisory and interpersonal skills
- Proficiency in the use of Microsoft Office Suite
- Exercise of good judgement in emergency and other stressful situations
- Excellent communication skills both orally and in writing
- Ability to work collaboratively in a team-oriented environment

Remuneration:

Salary: \$3.5M per annum, payable monthly, and related benefits.

PLEASE SUBMIT APPLICATIONS WITH DETAILED RESUMES BY JULY 08, 2025 TO:

"Recruitment"
Jamaica Urban Transit Company Limited
Michael Manley Drive
P.O. Box 575
Twickenham Park
Spanish Town
Email: recruitment@jutc.com.jm

JUTC, YOUR ROUTE TO EXCELLENCE

Note: While we thank all applicants for their interest, only short-listed candidates will be contacted