

MINISTRY OF BUSINESS, ENTERPRISE AND COOPERATIVES
BUSINESS AND ENTERPRISE DIVISION
CIRCULAR NOTE NO 1 OF 2018
VACANCY FOR THE POST OF DRIVER (ON ROSTER)

I Applications are invited from qualified serving employees on Permanent and Pensionable Establishment who wish to be considered for appointment as Driver (on roster) in the Ministry of Business, Enterprise and Cooperatives (Business and Enterprise Division).

II **QUALIFICATIONS**

By selection from among serving employees on the permanent and pensionable establishment who:

- (i) possess the Certificate of Primary Education;
- (ii) possess a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries up to five tons;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have good eyesight.

NOTE 1

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

NOTE 2

Selected candidates will be required to –

- (i) undergo a medical test to be carried out by the Ministry of Health and Quality of Life to assess their eyesight; and
- (ii) obtain a service driving licence (manual gear).

III **DUTIES AND SALARY:**

1. To drive Government vehicles for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Ministry.
2. To carry out simple checks/maintenance tasks including –
 - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (b) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
 - (c) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (d) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;

- (e) monitoring mileage run/period vehicle is used, and inform the officer-in-charge of transport when servicing is due;
 - (f) washing and cleaning the vehicle's body and interiors;
 - (g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - (h) checking of battery electrolyte level and topping up, as and when necessary; and
 - (i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
3. To report any defect observed to the officer-in-charge of transport and take vehicle to workshop for repair/servicing as instructed by the latter.
 4. To attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breakdown on the road.
 5. To help, whenever required, the mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.
 6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
 7. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
 8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Driver (on roster) in the roles ascribed to him.

Note

1. Drivers(on roster) may be required to work according to a plan specifying the commencing times and finishing times of turns of duty which may include night duty or not.
2. Drivers (on roster) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

The permanent and pensionable post carries salary in the scale Rs 13,010x260-14,050x275 – 15,150x300 – 15,750x325 – 17,700x375 – 19,575x475 – 21,950x625 – 23,200x775 – 23,975 a month.

IV. MODE OF APPLICATION

- (a) Qualified candidates should submit their applications on the prescribed Application Form(Annex A) which may be obtained from the Human Resource Section, Ministry of Business, Enterprise and Cooperatives(Business and Enterprise Division), 15th Floor, Newton Tower, Sir William Newton Street, Port-Louis.

- (b) Applications should be submitted **in duplicate**, on the attached proforma, the original to be sent directly to the Permanent Secretary, Ministry of Business, Enterprise and Cooperatives (Business and Enterprise Division) and the duplicate copy through their respective Supervising Officers who will forward it to the Ministry of Business, Enterprise and Cooperatives (Business and Enterprise Division) **within a week of the closing date**.
- (c) Applications not made on the prescribed form will not be accepted.
- (d) Envelopes should be clearly marked on the top left-hand corner 'Post of Driver (on roster)'.

Important

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate's elimination. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.
- (ii) Qualifications obtained after the closing date for the submission of application as specified in the advertisement will not be accepted. Only qualified persons should apply.
- (iii) The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so.
- (iv) Only best qualified candidates will be called for interview.

V. CLOSING DATE

- (a) Applications should reach the Permanent Secretary, Ministry of Business, Enterprise and Cooperatives, (Business and Enterprise Division), 16th Floor, Newton Tower, Sir William Newton Street, Port-Louis **not later than at 15 00 hrs on Thursday 02 August, 2018**.
- (b) Applications obtained after the closing date will not be accepted. The onus for the prompt submission of applications, so that they reach the Ministry in time, lies solely on applicants.

Date: 12 July, 2018

**Ministry of Business, Enterprise and Cooperatives
(Business and Enterprise Division)
16th Floor, Newton Tower
Sir William Newton Street
Port-Louis**