

MINISTRY OF DEFENCE AND RODRIGUES

Vacancy for the post of Driver

Ministry of Defence and Rodrigues

Applications are invited from qualified serving employees on the Permanent and Pensionable Establishment who wish to be considered for appointment as Driver in the Ministry of Defence and Rodrigues.

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;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have good eyesight.

NOTE 1

In the absence of candidates not 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) to 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 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, dispatch 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 or related to the delivery of the output and results expected from the Driver in the roles ascribed to him.

NOTE:

1. Drivers may be required to work outside normal working hours including Saturdays and Public Holidays.
2. Drivers should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

IV. SALARY

The permanent and pensionable post carries salary in the scale of Rs12,750 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs12,750 a month. However, in case candidate is drawing more than Rs12,750, he will retain the salary of his substantive post.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed form available at the of the Ministry of Defence and Rodrigues, 6th Floor, New Government Centre, Port Louis.

2. Photocopies of birth and educational certificates should be submitted with applications but applicants should produce the original if and when called upon to do so.
3. Applications should be submitted **in duplicate**, the original to be sent directly to the Senior Chief Executive, Ministry of Defence and Rodrigues and duplicate through Head of the Ministry/ Department who will forward it under cover of a letter on the same line as PSC Form 22 to the Senior Chief Executive, Ministry of Defence and Rodrigues within a week after the closing date.
4. 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.
5. Applications obtained after the closing date and time will not be accepted. The onus for the prompt submission of applications, so that they reach the Senior Chief Executive, Ministry of Defence and Rodrigues, 6th Floor, New Government Centre, Port Louis lies solely on applicants.
6. Applications **not** made on the prescribed form will not be accepted.
7. Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted.
8. Only qualified persons should apply.
9. Non submission of written evidence of knowledge/experience claimed may, entail elimination of the applicant.
10. This circular together with the application form are available on the website of the Ministry of Defence and Rodrigues at mdr.govmu.org.

VI. CLOSING DATE

Applications should reach Senior Chief Executive, Ministry of Defence and Rodrigues, 6th Floor, New Government Centre, Port Louis not later than 3.00 p.m. on Wednesday 30 May 2018.

VII. IMPORTANT

Head of Ministries/Departments should ensure that the contents of the Ministry of Defence and Rodrigues Circular Note are brought to the attention of all eligible officers and that, in the case of officers who are overseas or on leave, a copy of the Circular Note together with application forms should be despatched to such officers on the very day on which the Circular Note is issued.

**Ministry of Defence and Rodrigues
6th Floor, New Government Centre,
Port Louis**

Date: 09 May 2018