

FCR/E/2/20

Circular Letter No. 07 of 2018

From: Acting Permanent Secretary

To: Heads of Ministries/Departments

Vacancy for the Post of Driver (on roster)

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver (on roster) in the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping.

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 of Ocean Economy, Marine Resources, Fisheries, and Shipping.
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 informing 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 to take the 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 of **Rs 13,010 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 x 775 – 23,975** a month plus salary compensation at the approved rate.

The selected candidate will, in the first instance, be appointed in a temporary capacity for a period of six months with salary at the flat rate of Rs 13,010 a month plus salary compensation at the approved rate.

IV. **MODE OF APPLICATION**

- (a) Qualified candidates should submit their application on the prescribed Application Form which may be obtained at the Reception Desk, Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping, 4th Floor, LICI Centre, John Kennedy Street, Port Louis or on the website of the Ministry at <http://oceanconomy.govmu.org>
- (b) Applications should be submitted in **duplicate**, the original to be sent directly to the Acting Permanent Secretary, Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping, 4th Floor, LICI Centre, John Kennedy Street, Port Louis (Human Resource Section), **before the closing date** and **the duplicate** through their respective Supervising/Responsible Officer who will forward the duly filled in form to the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping on the above address **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 applications 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 the best qualified candidates will be called for interview.

V. **CLOSING DATE OF APPLICATION**

- (a) Applications should reach the Acting Permanent Secretary, Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping, 4th Floor, LICI Centre, John Kennedy Street, Port Louis (Human Resource Section), not later than **28 August 2018 at 3.30 p.m.**
- (b) Applications obtained after the closing date **will not be accepted**. The onus for the prompt submission of applications so that they reach the Acting Permanent Secretary lies solely on applicants.

**Ministry of Ocean Economy, Marine Resources,
Fisheries and Shipping
4th Floor, LICI Centre
John Kennedy Street
Port Louis.**

Date: 08 August 2018