

Ministry of Labour, Human Resource Development and Training (Human Resource Development and Training Division)

CIRCULAR NOTE NO. 1 OF 2023

Vacancies for the Post of Driver

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 Labour, Human Resource Development and Training (Human Resource Development and Training 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: -

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

III. DUTIES

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 informing the officer-in-charge of transport when servicing is due;
 - (f) washing and cleaning of 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 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 in the roles ascribed to him.

Note

1. Drivers may be required to work outside normal working hours including Sundays 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 Rs 15,485 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 a month, plus salary compensation at approved rates.

V. MODE OF APPLICATION

- (a) Applicants should submit their applications in **duplicate** on the attached pro-forma as follows: -
 - (i) Section A of the **original** to be filled in by candidates and submitted directly to the Permanent Secretary, Ministry of Labour, Human Resource Development and Training (Human Resource Development and Training Division), before the closing date for submission of applications; and
 - (ii) the **duplicate** through their respective Supervising/Responsible Officers who will forward it duly completed, to the Permanent Secretary within a week after the closing date.

Note:

The prescribed application form may also be obtained on the website of the Ministry at the following address: <https://labour.govmu.org/>

- (b) Photocopies of birth and educational certificates and the National Identity Card should be submitted along with applications and applicants should produce the originals as and when called upon to do so.
- (c) The envelope should be clearly marked on the top left-hand corner – “**Post of Driver**”.

VI. IMPORTANT

- (i) Qualifications obtained **after** the closing date will not be accepted. Only qualified persons should apply.

- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
- (iii) Applications not made on the prescribed form **will not be accepted.**
- (iv) Applications received **after** the closing date **will not be accepted.**
- (v) Only the best qualified candidates will be called for interview.
- (vi) The Ministry reserves the right not to make any appointment following this advertisement.

VII. Heads of Ministries/Departments should ensure that the contents of this Circular Letter are brought to the attention of all eligible employees. In case of eligible employees who are on leave/overseas, Heads of Ministries/Departments should ensure that copies of this Circular together with the application form, are despatched to these employees on the very day on which this Circular reaches their Ministry/Department.

VIII. CLOSING DATE OF APPLICATION

Applications should reach the Permanent Secretary, Ministry of Labour, Human Resource Development and Training (Human Resource Development and Training Division), **Human Resource Section, Level 8, Victoria House, Corner Barracks and St Louis Streets, Port Louis, not later than 15 00 hrs on 28 April 2023.**

Date: 10 April 2023

**Ministry of Labour, Human Resource
Development and Training
(Human Resource Development and
Training Division)
Victoria House,
Corner Barracks and St Louis Streets,
PORT LOUIS**