

Ministry of Tourism

Circular Letter No 2 of 2017

Ref: MT/HR/POST/DRIVER

From: Permanent Secretary, Ministry of Tourism

To : Supervising Officers in charge of Ministries/Departments

Vacancy for the Post of Driver
Ministry of Tourism

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 Tourism

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 Certificate of Primary Education, 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 is under repairs.
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 scale Rs 12,750 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 extra remuneration at approved rates.

V. MODE OF APPLICATION

- (a) Qualified candidates should submit their application on the prescribed Application Form which may be obtained at the reception desk at the Ministry of Tourism, 5th Floor, Air Mauritius Building, Port Louis or on the website of the Ministry at <http://tourism.govmu.org>
- (b) Applications should be submitted **in duplicate**, the original to be sent directly to the Permanent Secretary, Ministry of Tourism, 5th Floor, Air Mauritius Building, Port Louis (Human Resource Section) **within the closing date** for submission of applications and the **duplicate** through their respective Supervising/Responsible Officer who will forward the duly filled in form to the Ministry of Tourism 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, Ministry of Tourism”.

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.
- (iii) Only qualified persons should apply.
- (iv) Applications **not** made on the prescribed form will not be accepted.
- (v) Non submission of written evidence of knowledge/experience claimed may entail elimination of the applicant.
- (vi) A photocopy of birth and educational certificates should be submitted with applications but applicants should produce the original if and when called upon to do so.
- (vii) Only the best qualified candidates will be called for interview.

VI. Heads of Ministries/Departments should ensure that the contents of this Circular Letter are brought to the attention of all eligible employees serving in their Ministry/Department.

VII. CLOSING DATE OF APPLICATION

Applications should reach the Permanent Secretary, Ministry of Tourism, (Human Resource Section), 5th Floor, Air Mauritius Building, Port Louis **not later than 3.00 p.m. on 24 July 2017**

Date: 03 July 2017

**Ministry of Tourism
5th Floor
Air Mauritius Building
Port Louis**