

MINISTRY OF GENDER EQUALITY AND FAMILY WELFARE

Circular Note No. 1 of 2024

Vacancy for the post of Driver

Applications are invited from serving employees on the Permanent and Pensionable Establishment who wish to be considered for appointment as Driver in the Ministry of Gender Equality and Family Welfare.

I. QUALIFICATIONS:

- A. 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).

II. 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 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 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 of 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.

The permanent and pensionable post carries salary in the scale Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400.

Appointment in a temporary capacity in the grade carries a flat salary of **Rs 15,485** a month plus salary compensation at approved rates.

III. MODE OF APPLICATION

- 1. Application should be submitted on the prescribed form, which may be obtained from the Human Resource Section of the Ministry of Gender Equality and Family Welfare, Level 6, Newton Tower, Port Louis or downloaded from the website of the Ministry of Gender Equality and Family Welfare at the following address: **<http://gender.govmu.org>**
- 2. Applications should be submitted **in duplicate** as follows:
 - (a) the original to be filled in by candidates at Part A and sent directly to the Human Resource Section of the Ministry of Gender Equality and Family Welfare, Level 6, Newton Tower, Sir William Newton Street, Port Louis **within the closing date** for submission of applications; and
 - (b) the duplicate through their respective Supervising/Responsible Officer who will forward it duly completed to the Human Resource Section of the Ministry of Gender Equality and Family Welfare, level 6, Newton Tower, Sir William Newton Street, Port Louis, **within a week of the closing date**.

(c) Envelopes should be clearly marked on the top left-handed corner "Post of Driver, Ministry of Gender Equality and Family Welfare."

3. Photocopies of birth and other certificates should not be submitted along with application forms but applicants should produce the originals if and when called upon to do so.
4. Applications not made on the prescribed forms will not be accepted.

Note:

Candidates should note that application forms which are incomplete or not properly filled in may not be considered.

IMPORTANT

1. 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.
2. When transmitting application forms, Head of Sections should call for and verify all documents and evidence in support of information given under any of the headings on the application forms and complete the last part thereof.
3. The Head of Sections should ensure that the contents of this advertisement are brought to the attention of all eligible officers and that, in case of officers who are on leave, whether locally or overseas, a copy of same together application forms should be despatched to such officers on the very day on which the advertisement is issued.
4. **The Ministry of Gender Equality and Family Welfare reserves the right not to make any appointment following this advertisement.**

IV. CLOSING DATE OF APPLICATION

Application forms should reach the Human Resource Section of the Ministry of Gender Equality and Family Welfare, Level 6, Newton Tower, Port Louis, **not later than 15.00 hrs on 08 July 2024.**

18 June 2024

**Ministry of Gender Equality and
Family Welfare
Level 6, Newton Tower,
Corner Sir William Newton and
Remy Ollier Streets
Port Louis**