

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

Circular Letter No 4 of 2015

CF/ESTB/7/42/A/ IV3

From: Financial Secretary

To: Heads of Ministries/Departments

**Vacancy for the Post of Driver in the
Ministry of Finance and Economic Development**

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 Finance and Economic Development.

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 Finance and Economic Development.
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 tire 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 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.

The permanent and pensionable post carries salary in the scale of Rs 11,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 -20,675 a month.

IV. MODE OF APPLICATION

- (a) Qualified candidates should submit their application on the prescribed Application Form which may be obtained at the **Human Resource Registry, Ministry of Finance and Economic Development, 5th Floor, New Government Centre, Port Louis** or on the website of the Ministry at <http://mof.govmu.org>.

- (b) Applications should be submitted **in duplicate**, the original to be sent directly to the Financial Secretary, Ministry of Finance and Economic Development, 5th Floor, New Government Centre, Port Louis (Human Resource Registry), **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 Finance and Economic Development 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 Finance and Economic Development".

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 **Financial Secretary, Ministry of Finance and Economic Development, 5th Floor, New Government Centre, Port Louis (Human Resource Section)**, not later than **3.00 p.m** on **26 May 2015**.

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- (b) Applications obtained after the closing date **will not be accepted**. The onus for the prompt submission of applications so that they reach the Financial Secretary in time lies solely on applicants.

**Ministry of Finance and Economic Development
5th Floor,
New Government Centre
Port Louis**

Date: 05 May 2015

APPLICATION FOR THE POST OF DRIVER IN THE
MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

Section A (To be filled in by Applicant)

1. Surname (in block letters):
2. Other Names (in block letters):.....
3. Date of Birth:
4. National Identity No.:
5. Residential Address (in block letters):.....
.....
.....
6. Tel (Office):Tel (Residence):(Mobile):.....
7. Date joined service: as
8. Date of first appointment:
9. Date transferred on Permanent and Pensionable Establishment:
10. Present post held:
11. Date of Appointment to present post:
12. Posting: (i) Present Ministry/Department:
- (ii) Place of Work:
-
13. Present salary (Basic):
14. Educational Qualifications (Please attach photocopy of certificates):
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15. Type of valid Driving License/s possessed – specify whether manual gear or not
(please attach photocopy of the license/s)

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16. Experience relevant to the post applied for (Documentary evidence to be attached):

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Date:.....

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Signature of Applicant

Section B (To be filled in by the Ministry/Department concerned)

(i) Record of sick leave

Record of unauthorized absence

2012:

2012:.....

2013:

2013:

2014:

2014:

2015 (to date):

2015 (to date):

(ii) Report on Applicant:

Work:

Conduct:

Attendance:

(iii) Whether officer has been subject to disciplinary action during the last ten years.

If in the affirmative, please give details:

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(iv) I certify that particulars given by Applicant in Section A have been verified and found correct, except:

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(v) Comments, if any, on experience claimed by Applicant and any other remarks.

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Date:.....

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(Signature of Officer)

**Stamp of
Ministry/Department**

Name (in full):.....

Post held:

Contact No.:.....