

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

Circular Note No 8 of 2018

CF/ESTB/7/42/A/I V4

From: Financial Secretary

To : Supervising Officers in charge 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

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 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 of 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 salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 12,750 a month plus salary compensation at the approved rate. However, candidates who are drawing more than the initial salary of the post will retain the salary of their substantive post.

V. 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.**
- (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), **before the closing date** for submission of application and the duplicate through their respective Supervising/Responsible Officer who will forward the completed form to the Financial Secretary, Ministry of Finance and Economic Development **within a week after the closing date.**
- (c) Applications **not** made on the prescribed form will not be accepted.
- (d) Envelopes should be clearly marked "Post of Driver, Ministry of Finance and Economic Development" on the top left corner.

This Circular Note together with the application form are available on the website of the Ministry of Finance and Economic Development at the following address:
<http://mof.govmu.org>

VI. IMPORTANT

1. 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 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.
2. Qualifications obtained **after** the closing date for the submission of applications as specified in the advertisement will not be accepted.

3. Non- submission of written evidence of knowledge/experience claimed may entail elimination of the applicant.
4. Only qualified persons should apply.
5. 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.
6. Only the best qualified candidates will be called for interview.
7. Heads of Ministries/Departments should ensure that the contents of the Ministry of Finance and Economic Development Circular Note No. 8 of 2018 are brought to the attention of all eligible officers and that, in the case of officers who are overseas or on leave, a copy of the Circular Note together with application forms are despatched to these employees on the very day on which the Circular Note is issued. These officers should also be informed of the following fax numbers of the Ministry of Finance and Economic Development: 2105251, 2013013

VII. CLOSING DATE OF APPLICATION

- (a) Applications should reach the **Financial Secretary, Ministry of Finance and Economic Development, (Human Resource Section), 5th Floor, New Government Centre, Port Louis, not later than 3.00 p.m on 12 September 2018.**
- (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, Ministry of Finance and Economic Development in time lies solely on applicants.

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

Date: 28 August 2018

APPLICATION FOR THE POST OF DRIVER

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

Part A (To be filled in by Applicant)

1. Title: Mr Mrs Miss Ms
(Please tick as appropriate)
2. Marital Status: Married Single Other:
(Please tick as appropriate)
3. Surname:
(In block letters)
4. Other Names:
5. Date of Birth:
6. National Identity Card No:
7. Full Residential Address:
(In block letters)
8. Phone No: Office Home: Mobile:
9. Present Post Held:
(Whether temporary/ substantive)
10. Date of Present Appointment:
11. Present Posting:
(i) Present Ministry/Department:
(ii) Place of Work:
12. Date joined service:
13. Date of first appointment:
14. Date transferred to Permanent and Pensionable Establishment:
15. Present salary per month (Basic): Rs.....
16. Previous appointment held in the Government Service

Appointment	From	To	Ministry/ Department

17. Educational Qualification (Please attach photocopies of certificates):

(i) Primary:

(ii) Other:

18. Type of valid Driving License/held (please attach photocopy)

.....

19. Experience relevant to the post applied for (attach Documentary evidence of experience claimed):

.....

.....

20. Have you been on leave without pay while in government during last five years?

Yes No

(Please tick as appropriate)

If yes, state period and purpose of leave without pay:

Period: From..... To:

Purpose: (Employment etc).....

21. Have you been subject of a disciplinary action during the last ten years?

Yes No

(Please tick as appropriate)

If Yes, indicate nature of offence and date of outcome.

.....

.....

21(a) Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last 10 years?

Yes No

(Please tick as appropriate)

DECLARATION

I,, the undersigned applicant, declare that the particulars in this application are true and correct.

Date:

Signature of Applicant.....

PART B (to be filled by the Ministry/Department where Applicant is posted)

(i) Statement of Sick Leave and unauthorized absences without pay taken by applicant.

Record of Sick Leave:

Record of unauthorized absence

2014:.....

2014:.....

2015:

2015:

2016:

2016:

2017 (to date):

2017 (to date):.....

(ii) Report on Applicant:

Work:.....

Conduct:.....

Attendance:.....

(iii) Has applicant been subject to any disciplinary action during the last ten years or subject to any prosecution before the court of law for any offence?

Yes

No

If, in the affirmative, please give details

.....
.....

(iv) Comments, if any, on experience claimed and other remarks.

.....
.....
.....

(v) I certify that the particulars given in PART A and B(i) (ii) and (iii) have been verified and found correct, except:

.....
.....

Date:

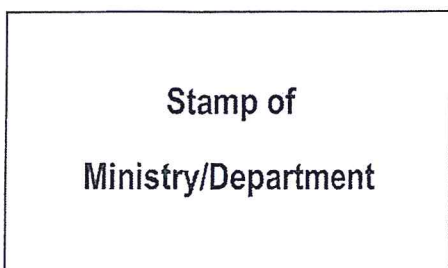
Signature:.....

Name (in full):.....

Post held:.....

Contact No:

Date:.....

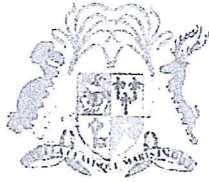


Circular Note

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MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT
New Government Centre, Port Louis, Republic of Mauritius

MY REF. : CF/50/50/50 V11

Date: 26 September 2018

YOUR REF. :

From : Financial Secretary

To : Supervising Officers of Ministries and Departments

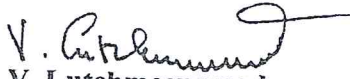
SUBJECT : Mission Plan for FY 2018-2019

Please refer to this Ministry's Circular No. 6 dated 03 August 2018 informing you of your Ministry's/Department's ceiling for Financial Year 2018-2019 to meet expenses relating to missions abroad and overseas capacity-building programmes.

2. Taking into account the approved ceiling and funds already disbursed to your Ministry/Department, you are invited to **adjust the Mission Plan** and inform this Ministry accordingly.

3. While making a submission for financial clearance in respect of officials of his/her Ministry/Department, Supervising Officers **should indicate the number of missions abroad** already undertaken by each of those officials for the last twelve months.

4. The Mission Cell of this Ministry may be contacted on telephone numbers 201-2659/201-1594/201-2209 or fax number 201-3948.


V. Lutchmeeparsad
for Financial Secretary

Copy to: Secretary to Cabinet and Head of the Civil Service ✓
Accountant General
Director, Financial Operations

Save Lives
Slow Down



180928002
sued on 28/09/18

	ADDRESS 1	ADDRESS 2	ADDRESS 3	ADDRESS 4
	Director, Financial Operations	Ministry of Finance and Economic Development	Emmanuel Anquetil Building	Port Louis
	Assistant General			
	Secretary to Cabinet and Head of Civil Service	<i>Secretary for public service</i>		
	Secretary to Cabinet and Head of Civil Service	(Private Office)		
	Secretary to Cabinet and Head of Civil Service	(Home Affairs)		
	Secretary to Cabinet and Head of the Civil Service	(External Communications)		
	Secretary to Cabinet and Head of the Civil Service	(National Development Unit)		
8	The Senior Investigations Officer	Office of the Ombudsman		
9	Senior Chief Executive	Ministry of Energy and Public Utilities		
10	Senior Chief Executive	Ministry of Defence and Rodrigues		
11	Secretary for Foreign-Affairs			
12	Permanent Secretary	Ministry of Technology, Communication and Innovation		
13	Permanent Secretary	Ministry of Local Government and Outer Islands		
14	Senior Chief Executive	Ministry of Public Infrastructure and Land Transport		
15	Senior Chief Executive	Ministry of Education and Human Resources, Tertiary Education and Scientific Research		
16	Permanent Secretary	Ministry of Tourism		
17	Senior Chief Executive	Ministry of Health and Quality of Life		
18	Permanent Secretary	Ministry of Arts and Culture		
19	Permanent Secretary	Ministry of Social Security, National Solidarity, and Environment and Sustainable Development	(Social Security and National Solidarity Division)	
20	Permanent Secretary	Ministry of Social Security, National Solidarity, and Environment and Sustainable Development	(Environment and Sustainable Development Division)	
21	Permanent Secretary	Ministry of Agro-Industry and Food Security		
22	Permanent Secretary	Ministry of Industry, Commerce and Consumer Protection	(Industry Division)	
23	Permanent Secretary	Ministry of Industry, Commerce and Consumer Protection	(Commerce and Consumer Protection Division)	
24	Solicitor General	<i>Chief Legal Secretary</i>		
25	Permanent Secretary	Ministry of Youth and Sports		
26	Permanent Secretary	Ministry of Business, Enterprise and Cooperatives	(Business and Enterprise Division)	
27	Permanent Secretary	Ministry of Business, Enterprise and Cooperatives	(Cooperatives Division)	
28	Permanent Secretary	Ministry of Social Integration and Economic Empowerment		
29	Permanent Secretary	Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping		
30	Permanent Secretary	Ministry of Labour, Industrial Relations, Employment and Training		
31	Permanent Secretary	Ministry of Housing and Lands		
32	Secretary for Public Service	<i>Ministry Service & AR</i>		
33	Permanent Secretary	Ministry of Financial Services and Good Governance		
34	Permanent Secretary	Ministry of Gender Equality, Child Development and Family Welfare		
35	Secretary to the President	Office of the President		
36	Secretary to the Vice-President	Office of the Vice-President		
37	Clerk of the National Assembly	<i>Clerk National Assembly</i>		
38	Electoral Commissioner			
39	Master and Registrar	The Judiciary		
40	Director of Audit	National Audit Office		
41	The President	Employment Rights Tribunal		
42	The Secretary	Office of the Ombudsperson for Children		
43	Commissioner of Police			
44	Government Printer			
45	The Director	Mauritius Meteorological Services	St Paul Road	Vacoas
46	Commissioner of Prisons	Mauritius Prison Service	Subramanien Bharati Road	Beau Bassin
47	The Secretary	Public and Disciplined Forces Service Commission	7, Louis Pasteur Street	Forest Side
48	The Chief Legal Secretary			
49	Senior Chief Executive	Ministry of Justice, HR and IP		