

MINISTRY OF INDUSTRIAL DEVELOPMENT, SMEs AND COOPERATIVES

(Industrial Development Division)

IND/E/29 V2

Circular Note No. 1 of 2024

**From: Acting Permanent Secretary, Ministry of Industrial Development, SMEs and Cooperatives
(Industrial Development Division)**

To : Supervising Officers in charge of Ministries/Departments

Vacancy 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 Industrial Development, SMEs and Cooperatives (Industrial Development 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 -

- (i) undergo a medical test to be carried out by the Ministry of Health and Wellness 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 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.

The permanent and pensionable post carries salary in the scale of **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 the approved rates. The selected candidate will, in the first instance, be appointed in a temporary capacity for a period of six months with salary at the flat rate of Rs 15,485 a month plus salary compensation at the approved rates.

IV. MODE OF APPLICATION

- (a) Qualified candidates should submit their application, on the prescribed Application Form, which may be obtained from the Human Resource Section of the Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division), 8th floor, Air Mauritius Centre, Port Louis.
- (b) Applications should be submitted in **duplicate**, the original to be sent directly to the Acting Permanent Secretary, Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division), Human Resource Section, 8th Floor, Air Mauritius Centre, John Kennedy Street, Port Louis **before the closing date** and **the duplicate** through their respective Supervising/Responsible Officer who will forward the completed form to the Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division) on the above address **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”, on the top left-hand corner.

This Circular Note together with the Application Form are available on the website of the Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division) at the following address: <https://industry.govmu.org>

V. 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 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.

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 Industrial Development, SMEs and Cooperatives (Industrial Development Division) Circular Note No. 1 of 2024 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 number of the Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division): 214 2266.

VI. CLOSING DATE OF APPLICATION

- (a) Applications should reach the Acting Permanent Secretary, Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division), Human Resource Section, 8th Floor, Air Mauritius Centre, John Kennedy Street, Port Louis, not later than **15 00 hours on Monday 15 April 2024**.
- (b) Applications obtained **after** the closing date **will not be accepted**. The onus for the prompt submission of applications so that they reach the Acting Permanent Secretary in time, lies solely on applicants.

**Ministry of Industrial Development, SMEs and
Cooperatives (Industrial Development Division)
8th Floor, Air Mauritius Centre
John Kennedy Street,
Port Louis.**

Date: 26 March 2024