

OFFICE OF THE PRESIDENT
CIRCULAR NOTE NO. 1 OF 2024
Vacancy for the Post of Driver

Applications are invited from among qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver in the Office of the President.

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: -

- (a) undergo a medical test to be carried out by the Ministry of Health and Wellness to assess their eyesight; and
- (b) 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 Office of the President.
- 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;

2/...

- (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, dispatch 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

- (i) Drivers may be required to work outside normal working hours including Sundays and Public Holidays.
- (ii) 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 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.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 15,485 a month plus salary compensation at approved rates. However, employees drawing salary more than initial salary of the post of driver will retain the salary of their substantive post.

3/...

V. MODE OF APPLICATION

- (a) Applicants should submit their applications **in duplicate** on the prescribed Application Form which may be obtained at the **Gate Post (Entrance) of the Office of the President, State House, Le Réduit**, as follows: -
- (i) Section A of the **original** to be filled in by candidates and submitted directly to the Secretary to the President, Office of the President, within the closing date for submission of applications; and
 - (ii) the **duplicate** through their respective Supervising/Responsible Officers who will forward the duly completed form, to the Secretary to the President within a week after the closing date.
- Note:
- The prescribed application form may also be obtained on the website of the Office of the President at the following address:
- <http://president.govmu.org>
- (b) Photocopies of birth, educational certificates, the National Identity Card and driving licence should be submitted along with application forms and applicants should produce the originals as and when called upon to do so.
- (c) Envelopes should be clearly marked “Post of Driver” on the top left-hand corner.

VI. IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause the elimination of the candidate from the selection exercise. 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 serving employees should apply.
- (iii) Applications **not** made on the prescribed form will **not** be accepted.
- (iv) Applications received **after** the closing date **will not be considered.**
- (v) Non submission of written evidence of knowledge claimed may entail elimination of the applicant.

VII. Head of Ministries/Departments are requested to bring the contents of the Circular Note to the notice of all eligible employees (including those on leave locally or abroad) and to transmit the applications duly made on the prescribed form by the closing date.

VIII. CLOSING DATE OF APPLICATION

Applications should reach the Secretary to the President, Office of the President, State House, Le Réduit, **not later than 15 00 hrs on Wednesday 21 August 2024.**

**Office of the President
State House
Le Réduit**

Date: 01 August 2024

