



Republic of Mauritius

MINISTRY OF YOUTH AND SPORTS

Circular Letter No.2 of 2018

My Ref: MYS/HR/260/7 V2

Date: 06 July 2018

From: Permanent Secretary, Ministry of Youth and Sports

To : Supervising Officers in charge of Ministries/ Departments

Vacancies for the post of Driver (on roster – day and night) in the Ministry of Youth and Sports

Applications are invited from qualified employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver (on roster – day and night) in the Ministry of Youth and Sports.

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, athletes and other persons, 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 (on roster- day and night) in the roles ascribed to him.

Note

1. Drivers (on roster-day and night) will be required to work on a roster basis and their turn of duty may start either before 4.00 a.m. or extend beyond 8.00 p.m, including Sundays and Public Holidays.
2. Drivers (on roster-day and night) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for their vehicle.

IV. Salary

The permanent and pensionable post carries salary in scale Rs 13,270 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 x 775 – 24,750 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 13,270 a month. However, employees drawing salary more than the initial salary of the post of Driver (on roster- day and night), will retain the salary of their substantive post.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed form which may be obtained at the reception desk of the Ministry of Youth and Sports, 7th Floor, Citadelle Mall, Port Louis or on the website of the Ministry at <http://mys.govmu.org> .
2. Applications should be submitted in **duplicate**, the original to be sent directly to the Permanent Secretary, Ministry of Youth and Sports, 7th Floor, Citadelle Mall, Port Louis (Human Resource Section) and the duplicate through their respective Supervising/Responsible Officer who will forward the duly filled in form to the Ministry of Youth and Sports on the above address within a week of the closing date.
3. A photocopy of birth and educational certificates should be submitted with applications but applicants should produce the original if and when called upon to do so.

Important

- (i) The completed form should contain full details regarding the applicant's previous experience, qualifications and any other information which would qualify him to carry the duties of the post of Driver (on roster- day and night).
- (ii) Incomplete, inadequate or inaccurate filling of the form may cause elimination of the candidates from the selection exercise.
- (iii) Applications not made on the prescribed form will not be accepted.
- (iv) Non submission of written evidence of knowledge/experience claimed may entail elimination of the applicant.
- (v) Applications received after the closing date will not be accepted. Only qualified persons should apply.
- (vi) Only the best qualified candidates will be called for the interview.

VI. Heads of Ministries/Departments should ensure that the contents of this Circular Letter are brought to the attention of all eligible employees serving in their Ministry/Department.

VII. CLOSING DATE

Applications should reach the Ministry of Youth and Sports, 7th Floor, Citadelle Mall, Port Louis (Human Resource Section), **not later than 3.00 p.m on 26 July 2018.**

Date: 06 July 2018

**Ministry of Youth and Sports,
7th & 8th Floor, Citadelle Mall,
Port Louis.**