

**MINISTRY OF EDUCATION AND HUMAN RESOURCES, TERTIARY
EDUCATION AND SCIENTIFIC RESEARCH**

Circular Note No 13 of 2018

**Vacancies for the Post of Driver in the Ministry of Education and
Human Resources, Tertiary Education and Scientific Research**

Applications are invited from among qualified employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research

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 a 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 Quality of Life 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 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 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 informing 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 of Driver(on roster) carries salary in scale 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 enclosed prescribed Application Form **in duplicate** as follows:
 - (i) the original Application Form at Section A to be filled in by candidates and should be sent directly to the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research **before the closing date** for submission of applications;

- (ii) Candidate not within the Ministry of Education and Human Resources, Tertiary Education and Scientific Research should submit the duplicate application form through their respective Supervising/Responsible Officer of Ministries/Departments where posted, who will forward the duly completed for to the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research **within a week after the closing date**; and
 - (iii) Candidates within the Ministry of Education and Human Resources, Tertiary Education and Scientific Research should submit the duplicate application form through their respective Head of Divisions/Sections/Schools who will forward it to the Human Resources Section of the Education Zone for onward submission to the Ministry **within a week after the closing date**.
- (b) Applications **not** made on the prescribed form will not be accepted.
- (c) Envelopes should be clearly marked "Post of Driver" on the top left corner.

This Circular Note together with the Application Form are available on the website of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research at the following address: **<http://ministry-education.govmu.org>**

VI. 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 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) **Head of Divisions/Sections/Schools** should ensure that the contents of this Circular Note are brought to the attention of **all eligible officers** and that, in case of **eligible 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 reaches their Division/Section/School.

VII CLOSING DATE OF APPLICATION

- (a) Applications should reach the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research (Human Resources Section) 2nd Floor, MITD House, Phoenix 73544 not later than 3.30 p.m. **on 05 April 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 Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research in time lies solely on applicants.

**Ministry of Education and Human Resources,
Tertiary Education and Scientific Research
MITD House
Phoenix 73544**

Date : 16 March 2018