From: Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research
To: Director, Education Zones 1 – 4
Manager, Procurement and Supply, Central Division
Manager/Assistant Manager, Human Resources, Education Zones 1 - 4
Head of Divisions/Sections/Schools/SEN Resource Centres

Subject: EXPRESSION OF INTEREST

Introduction

In line with the vision of the Special Education Needs (SEN) Sector that no child is left behind on account of his/her disability, Special Education Needs Resource Development Centres (SENRDCs) and Integrated Units have been set up around the island with a view to reaching out to children with special education needs who usually have to travel long distances. There are at present SEVEN SENRDCs that are in operation at Plaines des Papayes, Maingard-Beau Bassin, Flacq, Riviere des Anguilles, Ferney, Allée Brillant and Moka. The Ministry is in need of Drivers to drive 15 Seater minibuses for the conveyance of these children from their place of residence to schools and vice versa.

Human Resource Requirements

In this context, the Ministry is inviting an expression of interest from employees of the Workmen's Class, holding appointment on the permanent and pensionable establishment of the Ministry who wish to be entrusted the duties of Driver in the SEN Sector as and when required.

Qualifications

Applicants should:

(i) possess the Certificate of Primary Education;
(ii) possess a valid driving licence (manual gear) to drive minibuses 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).

Duties

1. To drive Government vehicles for the conveyance of pupils with special education needs and staff, materials and equipment in connection with the activities of the SEN sector.

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 of mileage run/period vehicle is used, and informing the officer in charge of transport when servicing is due;
(f) washing and cleaning of 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.
In addition to the salary of their substantive posts, the selected candidates will be paid a daily allowance of Rs. 50.

**Mode of Application**

1. Interested candidates are requested to fill in the enclosed application form as per proforma at Annex and submit same along with copies of certificates and Driving Licence through their Head of School/Division/Section to the following address:

   The Senior Chief Executive (Attn: Registry, HR Section)
   Ministry of Education and Human Resources, Tertiary Education and Scientific Research
   2nd Floor, MITD House
   Pont Fer
   Phoenix
   (Contact Nos. 601 5305/601 5276, Fax No: 686 1173)

2. The envelope should be clearly marked “Expression of interest to perform duties of Driver in the SEN sector” on the top left corner and should be submitted not later than Wednesday 28 March 2019.

3. Manager, Human Resources of Zones/ Manager (Procurement & Supply), Central Stores Division should ensure that, in case of employees who are overseas or on leave, a copy of the Circular Letter together with the application form are despatched to them on the very day the Circular Letter reaches the Zone.

   [Signature]
   B. Appanah (Mrs)
   for Senior Chief Executive