

THE INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

Post: Driver/Messenger

- Qualifications:**
- A. A Cambridge School Certificate or passes on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Council.
 - B. Candidates should:
 - (i) reckon at least three years driving experience;
 - (ii) possess a valid driving licence (manual gear) to drive cars or vans or 15-seater minibuses or lorries up to five tons;
 - (iii) have a high sense of integrity, trustworthiness and patience;
 - (iv) have a basic knowledge of mechanics and simple vehicle maintenance; and
 - (v) have a good eyesight.
 - C. Candidate should produce:
 - (i) written evidence of knowledge/experience claimed; and
 - (ii) a recent Certificate of Character

NOTE

Selected candidates will be required to undergo a medical test to assess their eyesight.

- Duties:**
- 1. To drive vehicles of the Institute for the safe conveyance of staff, officials and other authorised persons, materials and equipment in connection with the activities of the Institute of Technical Education and Technology.
 - 2. To perform messengerial duties such as running errands, the despatch of correspondence and distribution of files and documents, photocopying of documents, press cuttings, circulars and other papers.
 - 3. To carry out simple checks/maintenance tasks including –
 - (i) checking of radiator or overflow tank for water level and filling up with water, if necessary;

- (ii) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
 - (iii) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - (iv) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (v) monitoring mileage run/period vehicle is used, and informing the officer in charge of transport when servicing is due;
 - (vi) washing and cleaning the vehicle's body and interiors;
 - (vii) replenishment of the fire extinguisher and the first aid kit;
 - (viii) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - (ix) checking of battery electrolyte level and topping up, as and when necessary; and
 - (x) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
4. To report any defect observed to the officer in charge of transport and take vehicle to workshop for repair/servicing as instructed.
 5. 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.
 6. 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.
 7. 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/Messenger in the roles ascribed to him.

Note

1. Driver/Messenger will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.
2. Driver/Messenger should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for their vehicles.

Salary:(Negotiable based on qualification and proven work experience)

Minimum /Starting point Rs15,485 (within range Rs15,485 –24,475)