

MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY

Circular Note No. 49 of 2024

Vacancy for Post of Driver (on roster)

Applications are invited from among qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver (on roster) in the Ministry of Education, Tertiary Education, Science and Technology.

2. QUALIFICATIONS

A. 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 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).

3. DUTIES

- 1. To drive Government vehicles for the conveyance of staff and other officials, 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 help in loading and unloading vehicles, as and when required.
 8. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
 9. 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) in the roles ascribed to him.

Note

1. Drivers (on roster) will be required to work according to a plan specifying the commencing times and finishing times of turns of duty which include night duty or not.
2. Drivers (on roster) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

4. SALARY

The permanent and pensionable post of Driver (on roster) carries salary in scale Rs 15,745 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 x 825 – 28,225 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 15,745 a month plus salary compensation at the approved rates. However, candidates who are drawing more than the initial salary of the post will retain the salary of their substantive post.

5. MODE OF APPLICATION

- (a) Qualified candidates should submit their applications on the enclosed prescribed Application Form **in duplicate** as follows:
 - (i) the original Application Form duly filled in together with copies of Birth, Marriage (where applicable) and Educational Certificates should be sent directly to the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology within the closing date for submission of applications;
 - (ii) candidates not within this Ministry should submit their duplicate Application Form through their respective Supervising/Responsible Officer of Ministry/Department where posted, who will forward the duly completed form to the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology within a week after the closing date; and
 - (iii) candidates within this Ministry should submit the duplicate Application Form through their respective Head of Divisions/Sections/Schools who, after completing Part B, will forward it to the Human Resource Section of their respective Zone for filling of Part C for onward transmission to the Head Office of this Ministry within a week after the closing date.
- (b) Applications **not** made on the prescribed form will not be accepted.
- (c) Photocopies of Birth, Marriage (where applicable) and Educational Certificates and the National Identity Card should be submitted along with the Application Form and applicants should produce the originals as and when called upon to do so.

- (d) This Circular Note together with the Application Form are available on the website of the Ministry of Education, Tertiary Education, Science and Technology at the following address: <http://ministry-education.govmu.org>
- (e) Envelopes should be clearly marked "Post of Driver (on roster)" on the top left corner.

6. IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause the elimination of the candidate. 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 specified closing date and time for the submission of applications will not be considered;
- (iii) The onus for the prompt submission of applications so that they reach the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology in time lies solely on applicants. Only qualified employees should apply;
- (iv) The originals of Birth, Marriage and Educational Certificates should **not** be submitted with the application, but applicants should produce these if and when called upon to do so; and
- (v) Heads of Ministry/Department should ensure that the contents of this Circular Note are brought to the attention of all eligible employees and that, in case of eligible employees who are **overseas or on leave**, a copy of this Circular Note together with Application Form are despatched to these employees on the very day on which the Circular Note reaches their Ministry/Department.

7. CLOSING DATE

Applications should reach the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology, (Human Resource Section), 2nd Floor, MITD House, Phoenix 73544, **not later than 3.30 p.m on Wednesday 14 August 2024.**

Date: 25 July 2024

**Ministry of Education, Tertiary Education,
Science and Technology
MITD House
Phoenix, 73544**