

Local Government Service Commission Circular Note No. 11 of 2017

Vacancies for the post of Driver (Heavy Mechanical Unit) (Roster)

District Council of Moka

(Details of this advertisement are also available at <http://lgsc.govmu.org>)

Applications are invited from serving employees of the District Council of Moka who wish to be considered for appointment as Driver (Heavy Mechanical Unit) (Roster) in that District Council.

The permanent and pensionable post carries salary in the scale of Rs 13530 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 26300 a month plus salary compensation at approved rate.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 13,530 a month plus salary compensation at approved rate.

2. Qualifications:

By selection from among employees of the District Council of Moka in the grades of Driver, Driver (Roster), and Driver, Heavy Mechanical Unit who possess a Goods Vehicle Driving Licence (manual gear).

Note 1

Consideration will also be given to Drivers/Scavenging Supervisors (Roster) who wish to be appointed in the grade of Driver (Heavy Mechanical Unit) (Roster).

Note 2

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to obtain a Vehicle Driving Licence for Goods Vehicle for at least one (2) different types of vehicles above 5 tons as determined by the Council so as to be eligible for appointment in a substantive capacity.

Note 3

Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and where applicable, relevant documentary evidence of all experience claimed.

3. Duties:

1. To drive and operate heavy units such as excavators, dredges, bulldozers, ticcranes, rollers, heavy tractors, heavy mechanical units, skid loaders, bell loaders or any other heavy mechanical unit.
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) regular 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 such other duties directly related to the main duties listed above or related to the delivery of output and results expected from incumbents in the roles ascribed to them according to their posting.

Note 4: Drivers, (Heavy Mechanical Unit) (Roster) should abide by the provisions of the Financial Management Manual concerning responsibilities of a Driver for his vehicle.

Note 5: Drivers, (Heavy Mechanical Unit) (Roster) will be required to work on a roster basis without extra remuneration.

Note 6: Drivers, (Heavy Mechanical Unit) (Roster) will be required to obtain an appropriate Vehicle Driving Licence to drive the vehicles listed at item 1 under "Duties" above.

4. Mode of Application

(i) Qualified candidates should submit their applications:

(a) **Either**

on LGSC Form 7 which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) **Or**

online through the website of the LGSC at <http://lgsc.govmu.org> or through the Government Citizen Portal at <http://citizen.govmu.org>

Note 1 Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the following address: <http://lgsc.govmu.org>

Note 2: Prospective candidates willing to submit their applications online may also call on weekdays either at the seat of the Local Government Service Commission from 1300 hours to 1500 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

- (ii) Candidates are encouraged to submit their applications online.
- (iii) Candidates should submit their applications in duplicate, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.
- (iv) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.
- (v) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Driver (Heavy Mechanical Unit) (Roster) -
District Council of Moka”**

5. Closing Date

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 p.m. on Tuesday 07 February, 2017**.

IMPORTANT

- (i) Qualifications obtained after the closing date and time will not be accepted. Only qualified candidates should apply.
- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
- (iii) Applications not made on the prescribed form will not be considered.
- (iv) Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.
- (v) The Commission reserves the right:
 - (a) not to make any appointment following this advertisement; and
 - (b) to convene only the best qualified candidates for interview.

**Local Government Service Commission,
Louis Pasteur Street,
FOREST SIDE**

Date: 25 January, 2017