Local Government Service Commission Circular Note No. 27 of 2016

Vacancy for the post of Driver (Roster)

Municipal City Council of Port Louis

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

Applications are invited from qualified serving employees of the Municipal City Council of Port Louis who wish to be considered for appointment as Driver (Roster) in that Council.

The permanent and pensionable post carries salary in the scale of Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750 a month .

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 13270 a month.

2. QUALIFICATIONS

By selection from among employees on the permanent and pensionable establishment of the Municipal City Council of Port Louis 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: All candidates will be required to undergo a medical test to assess their eyesight.

NOTE 2: The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

NOTE 3: Candidates should enclose photocopies of their academic/technical qualifications, their National Identity Card and where applicable, relevant documentary evidence of experience claimed.

3. DUTIES

1. To drive and operate Refuse Collection lorries and other vehicles involved in refuse collection as well as any other vehicle of the Council.

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 to the vehicle under his responsibility, including changing of punctured tyres with the assistance of Refuse Collectors.

5. To help, whenever required, the Mechanics when the vehicle or engine is under repairs.

6. To keep a logbook and record issue of fuel, oil and mileage performed 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 other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Drivers (Roster) in the roles ascribed to them according to their posting.

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

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

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 above mentioned address.

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 (Roster) – Municipal City Council of Port Louis"

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 Monday 22 August, 2016.**

IMPORTANT

(i) *Qualifications/equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons 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 not to make any appointment following this advertisement.*

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

Date : 09 August, 2016