

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 7 OF 2019

**VACANCIES FOR THE POST OF DRIVER (ROSTER)
MUNICIPAL TOWN COUNCIL OF QUATRE BORNES
(Details of this advertisement are also available at <http://lgsc.govmu.org>)**

Applications are invited from among serving employees of the Municipal Town Council of Quatre Bornes who wish to be considered for appointment as Driver (Roster) in that Municipal Town 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.

II. QUALIFICATIONS

By selection from among employees on the permanent and pensionable establishment of the Municipal Town Council of Quatre Bornes who:-

- (i) possess the Certificate of Primary Education;
- (ii) possess a valid driving licence (manual gear) to drive cars, omnibuses and Goods Vehicles;
- (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.
2. The onus for the submission of equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.
3. Candidates are not required to enclose photocopies of their National Identity Card, Academic/Technical qualifications when submitting their application forms but these should be available and produced when convened for a Verification of Documents/ Interview.
4. Candidates may be outposted to any sub office of the Local Authority.

III. DUTIES

1. To drive and operate Refuse Collection lorries and 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 postings.

Note 5: Drivers (Roster) should abide by the provisions of the Financial Management Manual concerning responsibilities of a Driver for his vehicle.

Note 6: Drivers (Roster) will be required to work on a roster basis without extra remuneration.

IV. MODE OF APPLICATION

- (i) Qualified candidates should submit their applications:

- (a) **either**

on **LGSC Form 7a** which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from the Municipal Town Council of Quatre Bornes.

- (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 7a) are also available on the website of the LGSC at the above mentioned address.

Note 2: Prospective candidates wishing to submit their applications online may also call on weekdays either at the seat of the Local Government Service Commission from 1300 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 Town Council of Quatre Bornes”**

V. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Thursday 31 January 2019.**

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:*
 - (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: 18 January 2019