

**MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION
AND INTERNATIONAL TRADE**

Circular Letter No. 1 of 2024

Vacancies for the Post of Driver

Applications are invited from employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver in the Ministry of Foreign Affairs, Regional Integration and International Trade.

II QUALIFICATIONS

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 good eyesight.

NOTE 1

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of 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 Quality of Life to assess their eyesight; and
- b) obtain a service driving licence (manual gear).

III DUTIES

1. To drive Government vehicles for the conveyance of staff, visitors and other VIPs from abroad, 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 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) washing and cleaning the vehicle's body and interiors;
 - (g) ensuring that the interior of the vehicle is kept clean at all the 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 messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
 8. 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 in the roles ascribed to him.

Note

1. Drivers may be required to work outside normal working hours including Sundays and Public Holidays.
2. Drivers should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

IV SALARY

The permanent and pensionable post of Driver carries salary in scale of **Rs 15,485 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** a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of **Rs 15,485** a month plus salary compensation at approved rates. However, in case the candidate is drawing more than the initial salary of the post of Driver, he will retain the salary of his substantive post.

V MODE OF APPLICATION

1. Qualified candidates should submit their applications on the prescribed Application Form annexed to this Circular Note. The prescribed application may also be obtained on the website of the Ministry on the following address: <https://foreign.govmu.org>
2. Candidates should submit their applications in **duplicate**, the original to be sent directly to the Secretary for Foreign Affairs, Ministry of Foreign Affairs, Regional Integration and International Trade (Attn: Human Resource Section) 9th Floor, Newton Tower, Sir William Newton Street, Port Louis and the duplicate through their respective Supervising/Responsible Officers who will forward it, duly completed, to the Secretary for Foreign Affairs within a week of the closing date.
3. Photocopies of birth, educational certificates and the National Identity Card should be submitted along with the application and applicants should produce the originals as and when called upon to do so.
4. The Envelope should clearly be marked “Post of Driver” on the top left-hand corner.

IMPORTANT

1. The completed Application Forms should contain full details regarding the applicant’s previous experience, qualifications and any other information which would qualify him to carry out the duties of the post of Driver.
2. Qualifications obtained **after** the closing date for submission of applications as specified in the advertisement will not be accepted.
3. Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of the candidates from the selection exercise. 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.

4. Application not made on the prescribed form **will not be accepted**. The onus for the prompt submission of applications so that they reach the Secretary for Foreign Affairs, Regional Integration and International Trade in time, rests solely upon applicants.
5. Applications received **after** the closing date and time, will not be accepted.
6. Non-submission of written evidence of knowledge claimed may entail elimination of the applicant.
7. Only qualified candidates should apply.
8. The Ministry of Foreign Affairs, Regional Corporation and International Trade reserves the right not to make any appointment following the advertisement and to convene only the best qualified candidates for interview.

VI Heads of Ministries/Departments should ensure that the contents of this Circular are brought to the attention of all eligible employees. In case of eligible employees who are on leave/overseas, Heads of Ministries/Departments should ensure that copies of this Circular, together with the Application Form are despatched to them on the very day on which this Circular reaches their respective Ministry/Department.

VII CLOSING DATE OF APPLICATION

Applications should reach the Secretary for Foreign Affairs, Ministry of Foreign Affairs, Regional Integration and International Trade (Human Resource Section) 9th floor, Newton Tower, Sir William Newton Street, Port Louis, not later than **15.00 hours (local time) on 05 March 2024.**

Date: 14 February 2024

**Ministry of Foreign Affairs, Regional Integration
and International Trade
9th floor, Newton Tower
Sir William Newton Street
Port Louis**