

SCHEME OF SERVICE

Organisation: Mauritius Emerging Technologies Council

Post: Driver/Office Auxiliary (on contract)

Salary: Negotiable

Qualifications:

A. Having at least read up to Cambridge School Certificate Level or an equivalent qualification.

B. Candidates should –

- (i) possess a clean and valid driving license since at least three years to drive cars,
- (ii) have a basic knowledge of mechanics and motor vehicle maintenance and repairs;
- (iii) be hardworking, self-motivated and pleasant personality and good communication skills;
- (iv) be able to communicate effectively;
- (v) have good eyesight; and
- (vi) be able to work outside normal hours

Candidates should produce written evidence of knowledge claimed.

Note 1:

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to those who can show proof of being literate.

Note 2:

Selected candidates will be required to undergo a medical test to be carried out by the Ministry of Health and Quality of Life to assess their eyesight.

Duties:

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close offices.
3. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
4. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
5. To clean premises and to maintain the physical environment at a good standard.
6. To operate a telephone switchboard/PABX and Console.
7. To drive the motor vehicles of the METC proficiently in strict compliance with Road Traffic Regulations;
8. To perform simple repairs and maintenance tasks such as fixing tyres, checking and

- topping up water and oil levels;
9. To ensure the cleanliness and good running condition of the motor vehicles of the METC;
 10. To provide driver services, and supporting services to the Executive Director as and when required;
 11. 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;
 12. 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.
 13. To keep a log book and record issue of fuel, all movements, tyres and battery changes; and
 14. To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Driver/Office Auxiliary in the role ascribed to him.

Note

1. Drivers/Office Auxiliaries may be required to work outside normal working hours including Sundays and Public Holidays.
2. In case of a force majeure/public emergency, Drivers/Office Auxiliaries are required to be available to provide their services to ensure business continuity.