

Local Government Service Commission Circular Note No. 81 of 2011

Vacancies for the Post of Driver (Roster)

Grand Port/Savanne District Council

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

Applications are invited from among serving employees of the Grand Port/Savanne District Council who wish to be considered for appointment as Driver (Roster) in that District Council.

The permanent and pensionable post carries salary in the scale of Rs. 8 800 x 200 - 10 200 x 250 - 11 700 x 300 - 13 200 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 8 800 a month plus salary compensation at approved rates.

NOTE : Candidates who have submitted their applications in response to LGSC Circular Note No. 61 of 2011 should re-apply.

2. Qualifications :

By selection from among employees holding a Goods Vehicle Licence and who possess the Certificate of Primary Education or can show proof of being literate.

Candidates should also possess:

- (i) a basic knowledge of mechanics and simple vehicle maintenance; and
- (ii) a good eyesight.

Note:

Candidates should enclose photocopies of their Driving licence, National Identity Card, academic/technical qualifications 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 maintenance tasks including: -

- (a) regular washing and cleaning of cabin (Exterior and interior) and chassis; and
 - (b) regular checking of radiator and filling up with water if necessary;
 - (c) regular checking of engine oil pump and topping up if necessary;
 - (d) regular checking brake clutch and master cylinders and topping up if necessary;
 - (e) regular checking wheel nuts for wheel tightness; and
 - (f) effect other checks for the good running of the vehicles.
3. To report any defect immediately to the Responsible Officer.
 4. To effect minor repairs to the vehicle under his responsibility, including changing of punctures 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 proper record of fuel, oil and mileage performed and any other relevant records in a logbook.
 7. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

Note 1: Drivers (Roster) should abide by the provisions of the Financial Management Manual concerning responsibilities of a Driver of his vehicle.

Note 2: Drivers (Roster) are expected to work on a roster basis or at staggered hours 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 the Grand Port/Savanne District Council.

(b) **Or**

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

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 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.

Note 3: Acknowledgement of application will be made as far as possible by e-mail.

(ii) 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.**

(iii) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.

(iv) The envelope should be clearly marked on the top left-hand corner :-

“Post of Driver (Roster), Grand Port/Savanne District Council “

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 Thursday 8 December, 2011.**

IMPORTANT

(i) 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 be rejected.

- (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: 18 November, 2011