

MINISTRY OF HEALTH AND WELLNESS

MHC/APT/DRI V₂

MINISTRY OF HEALTH AND WELLNESS CIRCULAR NO. 01 OF 2023

From : Senior Chief Executive, Ministry of Health and Wellness

To : Heads of Divisions/Sections

Vacancies for the post of Driver (on shift) in the Ministry of Health and Wellness

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry of Health and Wellness who wish to be considered for appointment as **Driver (on shift)**.

II. QUALIFICATIONS

By selection from among employees **on the permanent and pensionable establishment** of the Ministry who:-

- (i) possess the Certificate of Primary Education;
- (ii) possess a valid driving licence to drive cars or vans or lorries up to five tonnes;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have a good eyesight.

Note 1

In the absence of candidates possessing 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 to assess their eyesight; and
- (b) obtain a service driving licence.

III. DUTIES

1. To drive Government vehicles for the conveyance of staff, patients (as and when required), materials and equipment in connection with the activities of the Ministry.
2. To carry out simple maintenance tasks including:-
 - (a) checking of radiator and filling up with water, if necessary;
 - (b) checking of engine oil-pump and topping up, if necessary;
 - (c) testing and cleaning fuel pump and carburettor;
 - (d) checking brake and clutch, master cylinders and topping up, if necessary;
 - (e) checking wheel nuts for wheel tightness including spare wheel;
 - (f) cleaning and preventive servicing of the vehicle under his responsibility;
 - (g) topping up of battery; and
 - (h) keeping fuel lines free of dirt and water.

P.T.O.

3. To report any defect to responsible officer.
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 mechanics when the vehicle under his charge is under repairs.
6. To keep a log book.
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 Drivers (on shift) in the roles ascribed to him.

Note

- (i) Drivers (on shift) will be required to work on a shift system covering a 24 hour service including Sundays, Public Holidays and officially declared cyclone days.
- (ii) Drivers (on shift) should abide by the provisions of the Financial Management Manual concerning responsibilities of a Driver for his vehicle.

IV. SALARY

The permanent and pensionable post carries salary in the scale of Rs 16,265 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 x 825 – 29,875.

The selected candidates will be appointed in a temporary capacity, in the first instance, for a period of six months and will draw a flat salary of Rs 16,265 a month. However, employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for their appointment as **Driver (on shift) in a substantive capacity subject to:-**

- (a) **vacancies in the grade; and**
- (b) **their being favourably reported upon by their respective Heads of Divisions/Sections.**

V. MODE OF APPLICATION

- a. Qualified candidates should submit their applications on prescribed forms which may be obtained **either** from the office of the Hospital Executive Assistant's office **or** the Human Resource (HR) Sections of the Regional Hospitals **or** the HR Section (A) of the Ministry of Health and Wellness, 5th Level, Emmanuel Anquetil Building, Port Louis, or from the website of the Ministry at <http://health.govmu.org>
- b. **Candidates should submit their application form in duplicate. The original to be sent directly to the Senior Chief Executive, Ministry of Health and Wellness and the duplicate, through their respective Head of Divisions/Sections and the Human Resource Section of their respective region.**
- c. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

- d. The originals of birth and qualifications certificates should **not** be submitted with applications, but applicants should produce same as and when called upon to do so. **Applications not made on the prescribed form will not be considered.**

VI. CLOSING DATE

Applications should reach the Senior Chief Executive (attention HR Section A), Ministry of Health and Wellness, 5th Floor, Emmanuel Anquetil Building, Port Louis not later than **3.30 p.m on Monday 13 February 2023. Applications received after the closing date will not be considered.**

VII. When transmitting applications, Head of Divisions/Sections/HR Section of the respective region should:-

- (a) verify all documents and evidence in respect of information given under any of the headings at Part I of the application forms;
- (b) complete **Part II** of the application form of each applicant of their respective Divisions/Sections and sign the last part of the application form certifying the correctness of the particulars recorded therein. The duplicate form should be submitted to the HR Section within **one week** after the closing date.
- (c) **The Human Resource Section of Regional Hospitals should verify the duplicate of the application and complete Part III before submitting it to the Senior Chief Executive (attention Human Resource Section A), Ministry of Health and Wellness, 5th Floor, Emmanuel Anquetil Building, Port Louis within fifteen days after the closing date.**

VIII. Head of Sections/Divisions should ensure that the contents of this Circular are brought to the attention of **all** eligible employees including those on leave.

Date: 23 January 2023

**Ministry of Health and Wellness
5th Floor Emmanuel Anquetil Building
Port Louis**

*Copy to: Chief Hospital Administrator, Mr N. Namah
Regional Health Services Administrator, JH, SSRNH, Dr BCH, JNH and VH
Hospital Administrator, All Hospitals
Manager, Human Resources, JH, SSRNH, Dr BCH, JNH and VH
File "Circular"*

MINISTRY OF HEALTH AND WELLNESS

Part I

1. **Post applied for:**
2. **Date of advertisement:**
3. **Surname** *(in block letters)*:
4. **Other names:**
5. **Maiden Name** *(if applicable)*:
6. **Title:** Mr Mrs Miss *(Tick as appropriate)*
7. **Date of Birth:** 8. **Age:**
9. **National Identity No.:**
10. **Telephone No.:** Res: Mobile:
11. **Residential Address** *(in block letters)*:
12. **Place of work:**
13. **Date joined service:** as
14. **Date transferred to PPE:**
15. **Present Job Title:**
16. **Date of Present Appointment:**
17. **Previous Appointment held in the Government Service and Capacity:**

<i>Appointment</i>	<i>From</i>	<i>To</i>	<i>Ministry/Department</i>

18. **Qualifications:**

(a) **Detailed Results**

<i>C.P.E/PSLC</i> <i>Year.....</i>		<i>School Certificate</i> <i>Year.....</i>		<i>GCE 'O' Level</i> <i>Year.....</i>	
<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>

Note: Please attach copies of birth and educational certificates.

(b) **Any other qualifications/experience: (e.g actingship):**

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19. (a) **Have you been the subject of an investigation/enquiry for any offence during the last 10 years?**

Answer Yes or NoIf Yes, indicate nature of offence and date of outcome.

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(b) **Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?**

Answer Yes or NoIf Yes, give details (court, charge, date of judgement and sentence – e.g imprisonment, fine, caution or conditional discharge):-

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Date:.....

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Signature of Applicant

Part II

To be filled in by Head of Division/Section/Unit concerned

(i) **Record of sick leave during the following years:**

2019:..... 2020:..... 2021:..... 2022:.....

Record of unauthorised absence during the following years:

2019:..... 2020:..... 2021:..... 2022:.....

(ii) **Report on applicant:**

Work: Conduct: Attendance:

(iii) **Comments, if any, on experience claimed and any other remarks:**

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Date:.....

.....

Signature

Name (in full):

Designation:

Part III

To be filled by an officer not below the rank of Human Resource Executive in the Human Resource Section of the Regional Hospitals where the applicant is posted

(i) Whether officer has been subject to disciplinary action for the past ten years. If in the affirmative, please give details:

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(ii) Whether the officer was / or is subject to police enquiry for any offence. If in the affirmative, please give details:

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(iii) Overall Score of Performance obtained according to the Performance Appraisal Form during the past 3 years:

<i>Year</i>	<i>Rating</i>	<i>Year</i>	<i>Rating</i>	<i>Year</i>	<i>Rating</i>
<i>2019/2020</i>		<i>2020/2021</i>		<i>2021/2022</i>	

I certify that particulars under Parts I, II and III have been verified and found correct.

Date:.....

.....

Signature

Name (in full):

Designation:

