

MINISTRY OF HEALTH AND WELLNESS

Circular No. 03 of 2024

Vacancies for the post of Driver (Ordinary vehicles up to 5 tonnes)

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry who wish to be considered for appointment as **Driver (Ordinary vehicles up to 5 tonnes)** in the Ministry of Health and Wellness.

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 5 tonnes;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have a good eyesight.

NOTE 1

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.
3. To report any defect to the 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 the Driver (Ordinary Vehicles up to 5 tonnes) in the roles ascribed to him.

NOTE

Drivers (Ordinary vehicles up to 5 tonnes) 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 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.

The selected candidates will be, in the first instance, appointed in a temporary capacity, for a period of six months and will draw a flat salary of Rs 15,485 a month plus salary compensation, at approved rates. However, employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for his appointment as **Driver (Ordinary vehicles up to 5 tonnes) in a substantive capacity subject to:-**

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

V. MODE OF APPLICATION

- a. Qualified candidates should submit their application on prescribed forms which may be obtained **either** from the Hospital Executive Assistant's Office **or** the Human Resource Sections of the Regional Hospitals **or** the Human Resource Section (A) of the Ministry of Health and Wellness, Level 5, Emmanuel Anquetil Building, Port Louis, **or** from the website of the Ministry at <https://health.govmu.org/health>.
- 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 before the closing date and the duplicate, through their respective Head of Divisions/Sections and Human Resource Section of their respective region, within a week of the closing date.**

VI. IMPORTANT

- a. 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.**
- b. Applications **not** made on the Prescribed Form will not be accepted.
- c. The originals of Birth and Educational qualification certificates should **not** be submitted with applications, but applicants should produce same as and when called upon to do so.

- d. **Head of Sections/Divisions should ensure that the contents of this Circular are brought to the attention of all eligible employees and that, in the case of employees who are overseas or on leave, a copy of the Circular together with the Application Forms, are despatched to these employees on the very day on which the Circular is issued.**

VII. CLOSING DATE

Application Forms should reach the Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, 5th Floor, Emmanuel Anquetil Building, Port Louis not later than **3.30 p.m. on Thursday 30 May 2024. Applications Forms received after the closing date will not be considered.** The onus for the prompt submission of applications, so that they reach within the prescribed date rests solely on applicants.

VIII. When transmitting **duplicate of the **Applications Forms**:-**

- a. Head of Divisions/Sections/ should verify all documents and evidence in respect of information given under any of the headings at **Section A** of the Application Form and complete **Section B** of the Application Form of each applicant of their respective Divisions/Sections and sign the last part therein, certifying the correctness of the particulars recorded. The duplicate form should be submitted to the Human Resource Section within **one week** after the closing date; and
- b. **Human Resource Section (Regional Hospital) should verify the duplicate copy and complete Section C before submitting any application 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.**

Date: Friday 10 May 2024

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

*Copy to: Regional Health Services Administrators, JH, SSRNH, Dr BCH, JNH and VH
Director, Public Health and Food Safety
Chief Hospital Administrator
Hospital Administrator, All Hospitals
Assistant Manager, Human Resources, JH, SSRNH, Dr BCH, JNH and VH
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