MINISTRY OF HEALTH AND WELLNESS

Circular Letter No 6 of 2025

Vacancies for the post of Driver (on shift)

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

I. 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

In the absence of candidates possessing qualification as at (i) above, consideration may be given to candidates who show proof of being literate.

NOTE 2

Selected candidates will be required to: -

(i) undergo a medical test to be carried out by the Ministry to assess their eyesight; and
(ii) obtain a service driving licence

II. 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 cognate duties as may be assigned.

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NOTE

(i) Driver (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) Driver (on shift) should abide by the provisions of the Financial Management Manual concerning responsibilities of a Driver for his vehicle.

III. SALARY

The permanent and pensionable post carries salary in the scale of Rs 16265 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 – 29875 a month plus salary compensation, at approved rates.

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 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 their appointment as **Driver (on shift) in a substantive capacity subject to:-**

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

IV. MODE OF APPLICATION

a. Qualified candidates should submit their application on the prescribed form 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, **2nd Floor, NexSky Building Cybercity, Ebene**, **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 Acting 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.**

V. 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 Form, are despatched to these employees on the very day on which the Circular is issued.**

VI. CLOSING DATE

Application Forms should reach the Acting Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, **2nd Floor, NexSky Building Cybercity, Ebene** not later than **3.30 p.m on Monday 13 October 2025. Application 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.

VII. When transmitting **duplicate** of the **Application 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 from 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. **the 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, 2nd Floor, NexSky Building Cybercity, Ebene within fifteen days after the closing date.**

Date: 22 September 2025

Ministry of Health and Wellness
2nd Floor, NexSky Building Cybercity
Ebene

Copy to: Director, Public Health and Food Safety
Director, Laboratory Services
Chief Hospital Administrator
Regional Health Services Administrators, JH, SSRNH, SAJH, JNH and VH
Hospital Administrator, All Hospitals
Assistant Manager, Human Resources, JH, SSRNH, SAJH, JNH and VH
File "Circular"

MINISTRY OF HEALTH AND WELLNESS

Application Form for the Post of Driver (on shift)

SECTION A
(to be filled in by Applicant)

1. **Post applied for:** .....
2. **Date of advertisement:** .....
3. **Title:** Mr ☐ Mrs ☐ Miss ☐ *(Tick as appropriate)*
4. **Surname** *(in block letters):* .....
5. **Other names:** .....
6. **Maiden Name** *(if applicable)*: .....
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 Permanent and Pensionable Establishment:**.....
15. **Present Job Title:** .....
16. **Date of Present Appointment:** .....
17. **Previous Appointment held in the Government Service and Capacity:**

Appointment	*From*	*To*	*Ministry/Department*

18. **Educational Qualifications:**

(a) **Detailed Results**

C.P.E/PSLC/PSAC Year.....		*Cambridge S.C/Cambridge G.C.E/London G.C.E 'O' Level Year.....*		*Cambridge H.S.C/Cambridge G.C.E/London G.C.E 'A' Level Year.....*	
Subjects	*Grade*	*Subjects*	*Grade*	*Subjects*	*Grade*

Note: *Please attach copies of birth and educational certificates.*

(b) **Other Qualifications relevant to the post applied for (attach documentary evidence)**

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19. Type of Valid Driving Licence/s possessed – specify (please attach photocopy of the Licence/s) whether manual gear or not.

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20. **Any experience relevant to the post applied for (attach documentary evidence of experience claimed):**

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.....

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

Answer Yes or No .....

If 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 No .....

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

.....

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Date: ....

Signature of Applicant

SECTION B

(to be filled in by Head of Division/Section/Unit concerned)

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

2022: ..... 2023: .....2024: ..... 2025(as at date): .....

Record of unauthorised absence during the following years:

2022: ..... 2023: .....2024: ..... 2025(as at date): .....

(ii) Report on applicant:

Work: ..... Conduct: .....Attendance: .....

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

.....

.....

Date: .....

.....
Signature

Name (in full): .....

Post Held: .....

[Stamp of Ministry]

SECTION C

(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:

Year	*Rating*	*Year*	*Rating*	*Year*	*Rating*
2022/2023		*2023/2024*		*2024/2025*	

I certify that particulars under Section A, B and C have been verified and found correct.

Date: .....

.....

Signature

Name (in full): .....

Designation: .....

[Stamp of Ministry]