

8259

SCHEME OF SERVICE

Organisation: Mauritius Standards Bureau

Post: Driver/Office Attendant

Salary:

MSB 4 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400

- Qualifications:
- A. By selection from among candidates who possess -
 - (i) the Certificate of Primary Education; and
 - (ii) a valid driving licence (manual gear) to drive cars or vans up to 2.5 tons.
 - B. Candidates should -
 - (i) have a basic knowledge of mechanics and simple vehicle maintenance.
 - (ii) have a good eyesight;
 - (iii) possess qualities such as reliability and trustworthiness;
 - (iv) have a positive attitude towards work and are able to get on well with people; and
 - (v) have the ability to communicate in English and French.

Note

Selected candidates will be required to undergo a medical test to assess their eyesight and physical fitness.

Duties:

1. To drive the vehicles of the Mauritius Standards Bureau for the conveyance of staff, materials and equipment in connection with the activities of the Bureau.
2. To carry out simple checks/maintenance tasks including:
 - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (b) checking of engine oil-level and topping up, if necessary and reporting any unusual oil consumption;
 - (c) testing and cleaning of fuel pump and carburettor;

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- (d) checking of master cylinders, oil reservoir for proper level and topping up, if necessary;
 - (e) checking of master cylinders, oil reservoir for proper level and topping up, if necessary;
 - (f) checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - (g) cleaning and preventive servicing of the vehicle under his responsibility;
 - (h) checking of battery electrolyte level and topping up, when necessary; and
 - (i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
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 and record issue of fuel, all movements, tyres and battery changes.
 7. To collect keys and deposit same, as required.
 8. To open and close offices.
 9. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents, as and when required.
 10. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
 11. To clean premises and to maintain the physical environment at a good standard.

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12. To ensure that all switches/lights are turned off before leaving office every afternoon.
13. To operate a telephone switchboard/PABX console, as and when required.
14. To operate simple office equipment such as photocopying machines, fax machines, etc.
15. To respond to calls.
16. To be in attendance at the reception counter of the Bureau, as and when required.
17. To help in handling, carrying, loading and unloading of items, whenever required.
18. 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/Office Attendant in the roles ascribed to him.



