

Ministry of Energy and Public Utilities

Circular Note No. 2 of 2018

Vacancy for the Post of Driver in the Ministry of Energy and Public Utilities

Applications are invited from employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver in the Ministry of Energy and Public Utilities.

A. QUALIFICATIONS

Candidates should –

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

NOTE 1

In the absence of candidates possessing the qualification at A (i) above, consideration will 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 of Health and Quality of Life to assess their eyesight; and
- (ii) obtain a service driving licence (manual gear).

B. DUTIES AND SALARY

I. Duties

- 1. To drive Government vehicles for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Ministry.

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) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (d) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - (e) monitoring mileage run/period vehicle is used, and inform the officer-in-charge of transport when servicing is due;
 - (f) washing and cleaning the vehicle's body and interiors;
 - (g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - (h) checking of battery electrolyte level and topping up, as and when necessary; and
 - (i) checking of all lights, horns, wipers, brake and clutch to ensure that they are in good working condition.
3. To report any defect observed to the officer-in-charge of transport and take vehicle to workshop for repair/servicing as instructed by the latter.
4. To attend to minor repairs such as cleaning of sparks 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 mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.
6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.

7. To perform messengerial duties such as running errands, dispatch 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 in the roles ascribed to him.

Note

1. Drivers may be required to work outside normal working hours including Sundays and Public Holidays.
2. Drivers should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

II. Salary

The permanent and pensionable post carries salary in the scale **Rs 12,570 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200** plus salary compensation at approved rates.

C. MODE OF APPLICATION

(i) Applications should be submitted on the prescribed form (Annex A). Photocopy of the Application Form may be used. Application Forms are also available at the **Human Resource Section, Ministry of Energy and Public Utilities, Level 2, SICOM Tower, Wall Street, Ebene.**

(ii) Applications should be submitted in **duplicate**, the original to be sent directly to the **Acting Permanent Secretary, Ministry of Energy and Public Utilities, (Human Resource Section), Level 2, SICOM Tower, Wall Street, Ebene** within the closing date for submission of applications; and the duplicate through their respective Supervising/Responsible Officer who will forward the duly filled in form to the Ministry of Energy and Public Utilities (Human Resource Section) within a week of the closing date.

IMPORTANT

- (a) The original of birth and educational certificates should **not** be submitted with the application, but applicants should produce these, if any, when called upon to do so.
- (b) Application not made on the prescribed form will not be accepted; and
- (c) Incomplete, inadequate or inaccurate filling of the Application Form may cause the elimination of the candidates from the competition.
- (d) Envelopes should be clearly marked on the top left-hand corner “Post of Driver, Ministry of Energy and Public Utilities”.

D. CLOSING DATE

- 1. Applications should reach the Acting Permanent Secretary, Ministry of Energy and Public Utilities, Level 2, SICOM Tower, Wall Street, Ebene (Human Resource Section), not later than **3.00 pm on Monday,03 December 2018.**
- 2. Applications received after the closing date will not be accepted.

Date: 13 November 2018

**Ministry of Energy and Public Utilities,
Level 2, SICOM Tower
Wall Street
Ebene**