

JOB DESCRIPTION

POST: **Office Attendant / Driver**

MODE of EMPLOYMENT: On the Permanent and Pensionable Establishment of the Civil Service College, Mauritius (CSCM), subject to satisfactory performance

SALARY SCALE: 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

QUALIFICATIONS:

Candidates should –

- (i) possess at least the Certificate of Primary Education;
- (ii) possess a valid driving license (manual gear) to drive cars/vans and buses;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have good eyesight.

DUTIES & RESPONSIBILITIES:

1. To open and close offices.
2. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
3. To clean premises and to maintain the physical environment at a good standard.
4. To operate office equipment such as duplicating, photocopying, fax and binding machines.
5. To assist in the arrangement of furniture and equipment within the CSCM premises.
6. To perform simple document binding duties.
7. To prepare and serve tea/coffee.
8. To drive the vehicles of the CSCM for the conveyance of staff, trainees and visitors, materials and equipment in connection with the activities of the College.
9. 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, horn, wipers, brake and clutch to ensure that they are in good working condition.
10. To report any defect observed to the responsible officer and take vehicle to workshop for repair/servicing as instructed by the latter.
 11. 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.
 12. 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.
 13. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
 14. 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 Office Attendant/Driver in the roles ascribed to him/her.

Note: The Office Attendant/Driver may be required to work outside normal office hours including Saturdays, Sundays and Public holidays.