



## NATIONAL ENVIRONMENT CLEANING AUTHORITY

### NOTICE OF VACANCY 06 MARCH 2024

The National Environment Cleaning Authority (NECA) is inviting applications from suitably qualified candidates for the filling of the post of Driver.

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

Qualification: By selection from among candidates who –

- (i) possess the Certificate of Primary Education or the Primary School Achievement Certificate;
- (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 maintenance; and
- (iv) have good eyesight.

#### NOTE 1

Selected candidates will be required to undergo a medical test to be carried out by the Ministry of Health and Quality of Life to assess their eyesight.

Age Entry Limit: For the above posts, candidates should not be above **48 years** of age unless already in service in the Public Sector by the closing date of submission of applications.

#### Note:

- (a) Qualified candidates should submit their applications on the National Environment Cleaning Authority's prescribed Application Form which **can be obtained as from Wednesday 13 March 2024** at the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **[neca.govmu.org](http://neca.govmu.org)**

- (b) The Notice of Vacancies and the National Environment Cleaning Authority Application Forms as well as other details regarding qualifications, duties, etc. are available at the seat of the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **neca.govmu.org**
- (c) The closing date for the submission of applications in respect of above-mentioned post is on **Tuesday 02 April 2024 by 15.30 hours.**
- (d) Candidates should attach documentary evidence of qualifications and work experience claimed failing which consideration would not be given to the application.
- (e) Only the best qualified candidates will be convened for interview. Late applications will not be considered.
- (f) Drivers may be required to work outside normal working hours including Sundays and Public Holidays.
- (g) Drivers should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.
- (h) The National Environment Cleaning Authority reserves the right to convene the best qualified candidates for the selection exercise and / or not to proceed with the above vacancy following this advertisement.

## Duties for the post of Driver

1.	To drive vehicles of the National Environment Cleaning Authority for the conveyance of staff and visitors, materials and equipment in connection with the activities of the National Environment Cleaning Authority.
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, horn, wipers, brake and clutch to ensure that they are in good working condition.
3.	To report any defect observed to the Director of the National Environment Cleaning Authority or any other officer designated by him and take vehicles to workshop for repairs/servicing as instructed by the latter.
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 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, 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 in the roles ascribed to him.