

Organisation:

Sir Seewoosagur Ramgoolam Botanic Garden Trust

Post:

Driver/Office Attendant

Salary:

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 (SSRBGT 7)

Qualifications:

By selection from among employees on the permanent and pensionable establishment of the Sir Seewoosagur Ramgoolam Botanic Garden Trust 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, jeeps, goods vehicles and tractors with pneumatic tyre;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have a good eyesight.

NOTE 1

In the absence of qualified employees on the permanent and pensionable establishment of Sir Seewoosagur Ramgoolam Botanic Garden Trust, by selection from among candidates who possess the qualifications at (i) to (iv) above.

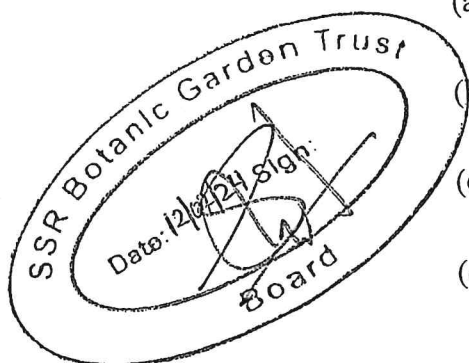
NOTE 2

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

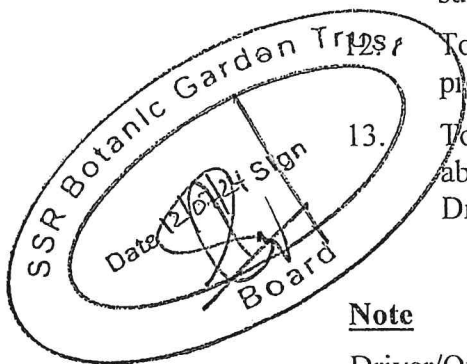
Candidates should produce written evidence of knowledge claimed.

Duties:

1. To drive vehicles of the Sir Seewoosagur Ramgoolam Botanic Garden Trust for the conveyance of staff, officials, materials and equipment in connection with the activities of the Trust.
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) checking of battery electrolyte level and topping up, as and when necessary;
 - (g) keeping tyres pumped to specifications;
 - (h) washing and cleaning the vehicle's body and interiors; and
 - (i) ensuring that the interior of the vehicle is kept clean at all times and free of dust.
 - (j) 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 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 spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breakdown on 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 clean office premises and maintain the physical environment at a good standard.
 8. To open, close and watch premises during business hours.
 9. To perform messengerial duties such as running official errands, despatch of correspondence, forms and materials and distribution of files and documents.
 10. To operate a telephone switchboard/PABX console, as and when required.
 11. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
 12. To assist in the arrangement of furniture and equipment within office premises.
 13. 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.



Note

Driver/Office Attendants may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.