

MAURITIUS FAMILY PLANNING & WELFARE ASSOCIATION

VACANCY FOR POST OF DRIVER/MAINTENANCE OFFICER

(Rodrigues)

- I. Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Driver/Maintenance Officer, on a contractual basis, for a period of one year renewable in the Emergency Shelter for victims of Domestic Violence in Rodrigues.

II. AGE LIMIT

Candidates should not have reached their 45th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should possess:

- A. (a) a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics and Principles of Accounts obtained at not more than two sittings or
- (b) passes not below Grade C in at least five subjects including English Language, French, Mathematics and Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either **(i)** in five subjects including English Language with at least Grade C in any two subjects or **(ii)** in six subjects including English Language with at least Grade C in any one subject.
- B. (a) a valid driving license for cars or vans or minibuses, with a minimum of 2 years driving experience;
- (b) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (c) have good eyesight.

IV. DUTIES

1. To drive the vehicle of the Mauritius Family Planning & Welfare Association for the safe conveyance of clients and staff, materials and equipment in connection with the activities of the Emergency Shelter and the MFPWA Office.
2. To carry out simple checks/maintenance tasks for the vehicle, including: checking of radiator, water level, oil level, brakes, wheels, battery, lights, horn, wipers, etc.
3. To ensure validity of vehicle documents/equipment.
4. To monitor mileage run and inform the Coordinator when servicing is due.
5. To wash and clean the vehicle's body and interiors.
6. To ensure that the vehicle is kept clean at all times.
7. To report any defect observed to the Coordinator and regularly take vehicle to workshop for repair/servicing as instructed by the latter.
8. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
9. To load and unload goods/equipment for office use and other activities.
10. To attend to emergency calls for driving purposes as and when required.
11. To perform duties of a messenger such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
12. To ensure maintenance and upkeep of the grounds, building and related infrastructure.
13. To ensure that safety and precautionary measures relating to water and electricity infrastructure are observed.
14. To make arrangements for the repairs of utilities, furniture and equipment.
15. To perform such other cognate duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Driver/Maintenance Officer in the roles ascribed to him.

NOTE:

(a) The Driver/Maintenance Officer may be required to work outside working hours including Sundays and Public Holidays as and when required.

(b) The Driver/Maintenance Officer should abide by all the provisions of the transport/road traffic legislation concerning responsibilities of a Driver for his vehicle.

V. SALARY

The post carries a flat salary of Rs 12,750 per month

VI. MODE OF APPLICATION

1. Qualified candidates should submit their application on the form which may be obtained at the Mauritius Family Planning & Welfare Association, Jenner Street, Port Mathurin, Rodrigues
2. The advertisement together with the Application Form are available on the website of the Mauritius Family Planning & Welfare Association: mauritiusfamilyplanning.com
3. The original documents (birth/educational certificates, driving license and the National Identity Card) should not be submitted with the application, but applicants should produce same upon request.
4. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**
5. Qualifications obtained **after** the closing date will not be accepted
6. Applications not made on the prescribed form will not be accepted
7. Only the best qualified candidates will be called for interview

VII. CLOSING DATE

Applications should reach the Executive Director, Mauritius Family Planning & Welfare Association, Jenner Street, Port Mathurin, Rodrigues **not later than 13 September 2019 by 15.00 hours.**

This MFPWA Office reserves the right **not** to make any appointment following the advertisement.

Date: 04 September 2019

**Mauritius Family Planning
& Welfare**

MAURITIUS FAMILY PLANNING AND WELFARE ASSOCIATION PORT-MATHURIN RODRIGUES



APPLICATION FORM

POST OF DRIVER/MAINTENANCE OFFICER

PF/DM/2019

OFFICE USE

DATE:

1.NAME:.....

2.ID NUMBER:..... M F

3.ADDRESS:.....

4. TEL NO.(RES)..... MOBILE:.....

5. EMAIL ADDRESS:.....

6. QUALIFICATIONS:

7(A) SCHOOL CERTIFICATE /GCE O LEVEL

SUBJECT	GRADE	SUBJECT	GRADE
(1).....	(5).....
(2).....	(6).....
(3).....	(7).....
(4).....	(8).....

(B)HIGHER SCHOOL CERTIFICATE /GCE A LEVEL

SUBJECT	GRADE	SUBJECT	GRADE
(1).....	(5).....
(2).....	(6).....
(3).....	(7).....
(4).....	(8).....

DIPLOMA /DEGREE

INSTITUTION ATTENDED

YEAR

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.....

8.WORK EXPERIENCE

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9.Do you have a valid driving license?

Yes Specify (a) Private Car (b)Van (c)Minibus or 15 Seater
No

10.Have you ever been convicted for any criminal offence?

Yes No

11.DECLARATION

I declare that the information given in the application form is true and correct

Signature :..... Date :.....