VACANCY

Organisation: Mauritius Tamil Cultural Centre Trust

Post: Driver / Attendant

Salary: Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200.

Qualifications:

A The Certificate of Primary Education.
B. A valid driving license to drive vans or at least -15 seater minibuses
C. Basic knowledge of mechanics and simple vehicle maintenance.
D. A good eyesight.
E. Physically fit and pleasant personality.

Note:

A knowledge of Tamil would be an advantage.
The Selected Candidate will be required to undergo a medical test to assess his/her eyesight and physical fitness.

Candidates should produce written evidence of any knowledge claimed.

Duties:

1. To drive vehicles of the Mauritius Tamil Cultural Centre Trust for the Conveyance of staff, officials and other authorized persons, materials and equipment in connection with the activities of the organisation.

2. To carry out simple maintenance tasks including:-
   (a) Checking of radiator and filling up with water if necessary;
   (b) Checking of engine oil pump and topping up, if necessary;
   (c) Testing and cleaning fuel pump and carburetor;
   (d) Checking brake and clutch, master cylinders and topping up, if necessary;
   (e) Checking wheel nuts for wheel tightness including spare wheel;
   (f) Reporting any defect to the responsible officer;
   (g) Cleaning and preventive servicing of the vehicle under his responsibility;
   (h) Topping up of battery;
   (i) Keeping fuel lines free of dirt and water;
   (j) Keeping tyres pumped to specification; and
   (k) Ensuring regular servicing of vehicle.

3. 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.

4. To keep a logbook.

5. To help in loading and unloading of items in the vehicles.

6. To perform messengers duties such as:-
   (a) Running errands;
   (b) Despatch of correspondence;
   (c) Distribution of files, documents and recorded material as and when required;
   (d) Photocopying of documents, press cuttings, circulars and other papers;
   (e) Attending the reception counter, directing visitors and keeping visitor's Book;
   (f) Opening and closing of offices.
7. To clean office premises.
8. To operate a simple telephone switchboard.
9. To perform such cognate duties as may be assigned.

Note:
Driver/Attendant may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and officially declared cyclone days.

Closing Date:

Applications should reach the Mauritius Tamil Cultural Centre Trust, Leclezio Street, Moka not later than 16.00 hours on Thursday 20 February 2020. Applications received after the specified closing date and time will not be considered.

Date: 03 February 2020