



NATIONAL ENVIRONMENT CLEANING AUTHORITY

NOTICE OF VACANCY 07 FEBRUARY 2025

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

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 a month plus salary compensation at approved rates.

Qualification: By selection from among candidates who –

- (i) possess the Certificate of Primary Education (CPE) or the Primary School Achievement Certificate (PSAC);
- (ii) possess a valid **Goods Vehicle driving licence** (*Manual gear*).
- (iii) have a basic knowledge of mechanics and simple maintenance; and
- (iv) have good eyesight.

NOTE 1

Selected candidates will be required to undergo:

- (i) a medical test to be carried out by the Ministry of Health and Wellness to assess their eyesight; and
- (ii) training to operate Vacuum Road Sweeper Trucks and/or other specialised vehicles/plants.

Age Entry Limit:

For the above post, 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 07 February 2025** 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**.
- (b) The Notice of Vacancy and Application Form 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 **Friday 28 February 2025 at 14 00 hours**.
- (d) Candidates should attach documentary evidences in copy:
 - (i) National Identity Card
 - (ii) Birth Certificate
 - (iii) Academic / Technical qualifications (if any)
 - (iv) Valid driving licence for Goods Vehicle
 - (v) Work experience in driving Goods Vehicles (if any)
 - (vi) Valid Certificate of Character and/or Receipt of Payment and
 - (vii) Proof of address (recent utility bill (CWA/CEB))
- (e) Candidates should also submit any additional qualifications and driving license they possess.

Only qualified person should apply.
Non-submission of above documents may entail elimination of the applicant.
Qualifications obtained *after the closing date and time will not* be accepted.
- (f) Candidates should produce a recent Certificate of Character or evidence of having applied for same.
- (g) Applications received after closing date and time will not be considered.

- (h) Selected drivers may be required to work outside normal working hours including Sundays and Public Holidays.
- (i) Drivers should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.
- (j) The National Environment Cleaning Authority reserves the right to convene only 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.	<p>To drive with proper care the vehicles including Vacuum Road Sweeper Trucks and other specialised vehicles/plants of the National Environment Cleaning Authority:</p> <ul style="list-style-type: none"> (a) for the conveyance of staff and visitors, materials and equipment. (b) in connection with the activities of the National Environment Cleaning Authority.
2.	<p>To carry out simple checks/maintenance tasks including –</p> <ul style="list-style-type: none"> (a) checking of radiator or overflow tank for water level/coolant and filling up with water/ coolant, 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/director or any other officer delegated by him when servicing is due; (f) operating Vacuum Road Sweeper Trucks, including monitoring and controlling of its cleaning mechanisms such as circular brushes, water nozzles, vacuum system, dust suppression, tipping mechanisms and other integrated functions through the onboard control panel and other designated remote-control device to ensure efficient and effective road cleaning operations; (g) washing and cleaning the vehicle's body;

	<p>(h) ensuring that the interior of the vehicle is kept clean at all times and free of dust;</p> <p>(i) checking of battery electrolyte level and topping up, as and when required; and</p> <p>(j) checking of all lights, cameras, horn, wipers, brake and clutch to ensure that they are in good working condition at all times.</p>
3.	To report any defect observed to the Officer in Charge/ 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, documents and tools and equipment 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.

07 FEBRUARY 2025