

LAW REFORM COMMISSION



The Law Reform Commission is inviting applications from suitably qualified candidates for full-time employment as **Driver/Office Attendant**.

A. Qualifications

By selection from among candidates who:

- (a) possess a Cambridge School certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" 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 or an equivalent acceptable at the Board;
- (b) possess a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries up to five tons;
- (c) have a basic knowledge of mechanics and vehicle maintenance;
- (d) have good eyesight and are physically fit;
- (e) have the ability to get on well with people; and
- (f) have the ability to communicate in English and French.

Note 1

Selected candidates will be required to:

- (i) undergo a medical test to assess their eyesight and physical fitness; and
- (ii) produce their Certificate of Character

Duties:

1. To open and close offices;
2. To run official errands, including the dispatch of correspondence, forms and materials and the distribution of files, documents and faxes;
3. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required;
4. To clean premises and to maintain the physical environment at a good standard;
5. To ensure that the switches/lights are turned off before leaving office every afternoon;
6. To operate a telephone switchboard/PABX console;
7. To operate office equipment such as duplicating, photocopying and fax machines;
8. To respond to calls;
9. To be in attendance at the reception counter of the Law Reform Commission, as and when required;
10. To assist in the arrangement of furniture and equipment within office premises;
11. To perform simple binding duties;

12. To drive the vehicles of the Commission for the conveyance of staff, materials and equipment in connection with the activities of the Commission;
13. To carry out simple checks/maintenance tasks including –
 - (i) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (ii) checking of engine oil level and topping up, if necessary, and reporting any unusual oil consumption;
 - (iii) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (iv) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/ abnormal wear;
 - (v) monitoring mileage run/ period vehicle is used, and informing the transport officer when servicing is due;
 - (vi) washing and cleaning of the vehicle's body and interiors;
 - (vii) ensuring that the interior of the vehicle is kept clean all the times and free of dust;
 - (viii) checking of battery electrolyte level and topping up, as and when necessary; and
 - (ix) checking of all lights, horn wipers, brake and clutch to ensure that they are all in good working condition;
14. To report any defect observed to the responsible officer and take the vehicle to workshop for repair, as instructed by the latter;
15. 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;
16. 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;
17. To keep a log book and record issue of fuel, all movements, tyres and battery changes; and
18. 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 Office Attendant/ Driver in the roles ascribed to him.

Note 2: Drivers may be required to work outside normal working hours including Sundays and Public Holidays.

Terms of appointment

Appointment shall be on a probationary period of one year with a monthly flat salary of Rs 15485/- plus compensation.

Mode of Application:

Interested candidates should send their application, by registered post or by E-mail (PDF format), with full details of their curriculum vitae and copies of relevant academic certificates, to the following address:

**Chief Executive Officer
Law Reform Commission
13th Floor, SICOM Building 2
Reverend Jean Lebrun Street
Port Louis 11302
MAURITIUS
Email : lrc@govmu.org**

Closing Date:

Applications should reach the Law Reform Commission not later than **23 August 2024**.

Note:

1. Only the best qualified candidates would be called for interview.
2. Late application will not be considered.
3. The Law Reform Commission reserves the right not to make any appointment following this advertisement.