

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

**SUBJECT: Vacancy for a Driver/Mechanic, Public
Service Ministry.**

DATE: 5th February, 1976.

Permanent Secretaries and Heads of Departments are asked to bring to the attention of all suitably qualified employees, the vacancy for a Driver/Mechanic in the Public Service Ministry – Salary Range A10: \$203.00 X \$15.00 - \$338 per month – and invite applications from them for appointment thereto.

2. The position is Permanent – Non-pensionable and the appointee will be subject to the Civil Service Rules, Regulations and Rules and such other conditions which may be in force from time to time.

JOB DESCRIPTION:

The appointee will be under the supervision of the Controlling Officer and will be required to perform the following duties:

- (i) driving one or more vehicles (truck, jeep, van, station wagon or car) transporting staff and other persons, materials, equipment, etc., as required;
- (ii) effecting general repairs to, and maintenance of vehicles and being responsible for the care and security of necessary tools and equipment.
- (iii) Keeping log book, reflecting details of the operation of the vehicle/s up to date; and
- (iv) Performing and other related duties as requested by the Controlling Officer or other authorized officer.

JOB SPECIFICATION:

Candidates must have a sound primary education and possess a driver's licence for all classes of vehicles for at least three (3) years' experience in the general maintenance of and repairs to motor vehicles.

3. Applications addressed to the Permanent Secretary, Public Service Ministry, should reach him not later than 1st March, 1976. Applications received after this day will not be considered. Copies of the applications must at the same time be submitted to the Permanent Secretary of the Ministry, Heads of Department in which the applications are serving.

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H. R. Mitchell,
For Permanent Secretary,
Public Service Ministry.