EXISTING SCHEME OF SERVICE

Organisation:  Mauritius Oceanography Institute

Post:  Driver/Office Attendant

Salary:  Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 – 27400 (MOI 4)

Qualifications:

(i)  At least Form III or an equivalent qualification acceptable to the
    Board of the MOI

(ii)  A valid driving license to drive cars or vans

(iii) Have basic knowledge of mechanics and simple vehicle
    maintenance

Duties:

1.  To drive Institute vehicles for the conveyance of staff and officials,
    materials and equipment in connection with the activities of the
    Institute;

2.  To report any faults in the vehicles and supervise their maintenance;

3.  To run official errands, including the despatch of correspondence,
    forms, materials and the distribution of files and documents;

4.  To open and close offices;

5.  To provide morning and afternoon tea/coffee to visitors;

6.  To assist preparation of meeting rooms for Boards, Committees,
    interviews etc.;

7.  To operate a telephone switchboard/PABX console in the absence of
    the Front Desk Officer;

8.  To operate simple office equipment such as photocopying machines
    etc.;

9.  To perform other duties directly related to the main duties listed
    above or related to the delivery of the output and results expected
    from incumbents in the roles ascribed to them according to their
    postings.