

NATIONAL HERITAGE FUND

VACANCY FOR THE POST OF DRIVER/OFFICE ATTENDANT

Applications are invited from qualified candidates who wish to be considered for appointment as Driver/Office Attendant at the National Heritage Fund (NHF), a statutory body under the aegis of the Ministry of Arts and Culture.

II. Age Limit

Candidates, unless already in service, should not have reached their **48th** birthday by the closing date for the submission of applications.

III. Qualifications

Candidates should possess:

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

Note: Selected candidates will be required to undergo a medical test to assess the eyesight and physical fitness.

IV. Duties and Salary

1. To drive vehicles of the National Heritage Fund for the conveyance of staff and officials, materials and equipment in connection with the activities of the organization.
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 cylinder and topping up necessary;

- (e) checking wheel nuts for wheel tightness and checking of old wheels including spare wheel for the tyre pressure;
 - (f) reporting any defect to the responsible officer;
 - (g) cleaning and preventive servicing of the vehicle under responsibility;
 - (h) topping up of battery;
 - (i) keeping fuel lines free of dirt and water;
 - (j) keeping tyres pumped to specifications;
 - (k) ensuring regular servicing of vehicle.
3. To attend to minor repairs such as cleaning of spark plugs, replace of fuse or bulb, changing of tyres and making arrangements 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 messengerial duties such as:
- (a) running errands;
 - (b) dispatch of correspondence;
 - (c) distribution of files and documents as and when required;
 - (d) photocopying of documentation, 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 /Office Attendant may be required to work outside normal working hours.

The permanent and pensionable post carries salary in scale Rs 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.

V. Mode of Application

Interested and qualified candidates should submit their applications on the prescribed form available at the NHF Reception Counter or on our website (www.nhf.govmu.org); together with a comprehensive CV, copies of all relevant certificates and written evidence of experience claimed, specifying the position applied for on the top left-hand corner of the envelope to:

The Director,

National Heritage Fund,
4th Floor, Fon Sing Building,
12, Edith Cavell Street, Port Louis,
Mauritius

VI. Closing Date of Application

Applications should reach the Director, National Heritage Fund, 4th Floor, Fon Sing Building, 12, Edith Cavell Street, Port Louis, not later than **Monday 16 June, 2025 at 15.30 hours**. The envelope should be clearly marked “**post of Driver/Office Attendant**” on the top left-hand corner.

VII. Note

- (i) The NHF reserves the right to convene only the best qualified candidates for interview.
- (ii) The NHF reserves the right not to make any appointment as a result of this advertisement.
- (iii) Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.
- (iv) Applications received after the closing date will not be considered.

National Heritage Fund
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12 Edith Cavell Street, Port Louis
Phone No: 210 7758 / 2111866
Fax No: 208 6728
Email: registrynhf@gmail.com

22 May 2025