



INDEPENDENT BROADCASTING AUTHORITY

Vacancy for Post of Office Attendant / Driver

Applications are invited from qualified candidates who wish to be considered for appointment to the post of Office Attendant / Driver on the permanent and pensionable basis in the Independent Broadcasting Authority.

II. AGE LIMIT

Candidates should not have reached their 48th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

- A. Candidates should possess -
- (i) a Cambridge School Certificate with at least a pass in any three subjects;
 - (ii) a valid driving licence (manual gear) to drive cars; and
 - (iii) a basic knowledge of mechanics and simple vehicle maintenance.

Note 1:

Selected candidates will be required to-

- (i) undergo a medical test to assess their eyesight; and
- (ii) obtain a service driving licence (manual gear).

Note 2:

- (i) Candidates should submit a copy of their driving licence together with their application form.
- (ii) The Independent Broadcasting Authority reserves the right –
 - a) to convene only the best qualified candidates for interview; and
 - b) not to make any appointment following this advertisement.

IV. DUTIES:

1. To open and close offices.
2. To run official errands, including dispatch of letters, correspondence, forms and materials, postage services and the distribution of files and documents.
3. To clean premises and to maintain the physical environment.
4. To usher/guide visitors and maintain a record of such visits, if so required.
5. To ensure that all switches/ lights are turned off before leaving the office.
6. To assist in the arrangement of furniture and equipment within office premises.
7. To drive IBA vehicles for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Authority.
8. To carry out simple checks/maintenance tasks including -
 - a) checking of radiator or overflow tank for water level and filling up with water, 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 Director when servicing is due;
 - f) washing and cleaning the vehicle's body and interiors;
 - g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - h) checking of battery electrolyte level and topping up, as and when necessary; and
 - i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
9. To report any defect observed to the Director, and take the vehicle to workshop for repair/servicing, as instructed by the latter.
10. 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.
11. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
12. 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.

V. SALARY:

The post of Office Attendant / Driver carries salary in the salary scale of:

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 (IBA 2)

VI. MODE OF APPLICATION :

1. Qualified candidates should submit their application on the forms, which may be obtained at the **Independent Broadcasting Authority, Level 7, The CeliCourt, 6, Sir Celicourt Antelme Street, Port Louis.**
2. This advertisement together with the application form are available on the website of the Independent Broadcasting Authority at www.iba.mu.
3. Applications should be addressed to the **Administrative Secretary, Independent Broadcasting Authority, Level 7, The CeliCourt, 6, Sir Celicourt Antelme Street, Port Louis.**
4. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the candidate.**

VII. CLOSING DATE

1. Application forms should reach the **Administrative Secretary, Independent Broadcasting Authority, Level 7, The CeliCourt, 6, Sir Celicourt Antelme Street, Port Louis not later than 1500 hours (local time) on 23 February 2024**
2. Qualifications obtained after the closing date will **not** be considered.
3. Application forms received after the specified closing date and time will **not** be considered.

Date: 09 February 2024

Independent Broadcasting Authority
The Celi Court Building
6, Sir Celicourt Antelme Street
Port Louis