

National CSR Foundation

Scheme of Service

Office Attendant/Driver

Post	:	Office Attendant/Driver
Salary	:	Rs 15,000 + refund of bus fares
Duration	:	One year renewable for another period of one year
Qualifications/Experience/ Skills	:	<ul style="list-style-type: none">• Candidates should:<ul style="list-style-type: none">(i) possess at least a Cambridge School Certificate or have obtained passes 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 qualification acceptable to the Foundation;(ii) possess a valid driving licence (manual gear) to drive cars or vans or minibuses;(iii) have a basic knowledge of mechanics and simple vehicle maintenance; and(iv) have good eyesight.• Candidates should:<ul style="list-style-type: none">(i) be able to communicate in English and French;(ii) possess qualities such as reliability and trustworthiness;(iii) Possess communication and interpersonal skills; and(iv) Have the ability to work in a team.• At least 5 years' experience in the field• Selected candidates will be required to<ul style="list-style-type: none">- Undergo a medical test to be carried out by the Ministry of Health and Quality of Life to assess their eyesight; and

	<ul style="list-style-type: none"> - Be holder of valid /service driving licence (manual gear)
<p>Duties and Responsibilities</p>	<p>:</p> <ol style="list-style-type: none"> 1. To open and close offices; 2. To run official errands , including the despatch of correspondence, forms and materials and the distribution of files, documents ,and faxes; 3. To attend to calls, welcome, usher in/guide visitors and maintain a record of such visits, if so required; 4. To clean premises and maintain the physical environment at a good standard; 5. To ensure that all switches/lights are turned off before leaving office; 6. To prepare and serve refreshments for meetings and committees; 7. To ensure water dispensers and other such equipment are properly maintained and replenished on a daily basis; 8. To operate a telephone switchboard/PABX console, photocopying machine, as and when required; 9. To assist in the arrangement of furniture and equipment within office premises; 10. To make photocopies and fax of documents and perform simple binding duties as may be required; 11. To drive the vehicles of the Foundation for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Foundation; 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;

	<p>13. To carry out simple checks/ maintenance tasks including -</p> <ul style="list-style-type: none">(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) Testing and cleaning fuel pump and carburetor;(d) Checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;(e) Checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;(f) Keeping engine compartment free of dirt, oil or grease;(g) Carrying out preventive servicing of the vehicle under his responsibility;(h) Washing and cleaning of the vehicle's body, underbody and interiors;(i) Ensuring that the interior of the vehicle is kept clean at all times and free of dust;(j) Checking of battery electrolyte level and topping up, as and when necessary; and(k) Checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working conditions. <p>14. To report any defect observed to the responsible officer and take the vehicle to workshop for repair/ servicing, as instructed by the latter</p> <p>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 the road;</p> <p>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; and</p>
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	17. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
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