



**NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND**

UNDER THE AEGIS OF THE MINISTRY OF ARTS AND CULTURE

**SCHEME OF SERVICE**

**Organisation** : Nelson Mandela Centre for African Culture Trust Fund (ACC)

**Post** : Driver/Handy worker

**Salary** : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 - 23200 (NMCAC 3)

Effective Date: 27<sup>th</sup> April 2018

**Qualifications:** By selection from among candidates who:

- (i) posses the Certificate of Primary Education;
- (ii) possess a valid driving licence (manual gear) to drive cars or vans or a 15-seater minibuses;
- (ii) have a basic knowledge of mechanics and simple vehicle maintenance.
- (iii) have a good eyesight.

Candidates should produce written evidence of knowledge claimed.

**Note 1:**

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

**Note 2:**

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

- Duties** :
1. To drive vehicles of the Nelson Mandela Centre for African Culture Trust Fund for the conveyance of staff, officials and other authorised persons, materials and equipment in connection with the activities of the organisation.
  2. 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 officer-in-charge when servicing is due;
  - (f) washing and cleaning the vehicle's body and interior;
  - (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.
3. To report any defect observed to the office-in-charge and take vehicle to workshop for repair/servicing as instructed by the latter.
  4. 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.
  5. 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.
  6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
  7. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
  8. To assist generally the Handy Worker (semi-skilled) in the discharge of his duties and to replace him, whenever required.
  9. To open and close offices.
  10. To clean office premises as and when required.
  11. To perform other such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Driver/Handy Worker in the roles ascribed to him.

**NOTE:**

Driver/Handy worker will be required to work outside normal hours including Sundays and Public Holidays.

Driver/Handy Worker should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicles.