

**Organisation:**

Sugar Insurance Fund Board

**Post:**

Driver/ Handyworker

**Salary:(PRB2021)**

Rs15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225 (SIFB 3)

**Qualifications:**

By selection, from among employees holding a substantive appointment in the grade of Office Attendant at the Sugar Insurance Fund Board and who –

- (i) possess a valid driving licence (manual gear) to drive cars or vans or minibuses or buses or lorries up to five tons;
- (ii) have a basic knowledge of mechanics and simple vehicle maintenance;
- (iii) have good eyesight; and
- (iv) have a positive working attitude.

Candidates should produce written evidence of knowledge claimed.

**NOTE**

Selected candidates will be required to undergo a medical test to be carried out by the Ministry of Health and Quality of life to assess their eyesight.

**Duties:**

1. To drive the vehicles of the Sugar Insurance Fund Board and to be responsible for its security at all times during working hours.
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 of transport 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.
3. To report any defect observed to the officer-in-charge of transport 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 change.
  7. To collect and deliver letters, books, office requisites, items of furniture from and to offices.
  8. To perform duties that may be assigned in connection with painting and maintenance works.
  9. 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 Driver/Handyworker in the roles ascribed to him.

