

## **PROPOSED SCHEME OF SERVICE**

**Organisation:**

Mauritius film development corporation

**Post:**

Technician/Driver

**Salary:**

Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26000 x 675 – 27400 x 825 – 30700 (MFDC 5)

**Effective date:**

**Qualifications:**

By selection from among candidates who-

- (i) show proof of having studied up to form III;
- (ii) possess a Certificate in Basic and Advance Electronics from a recognised institution or an equivalent qualification acceptable to the Board of the Mauritius Film Development Corporation;
- (iii) possess a Good Vehicles Driving Licence (manual gear);
- (iv) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (v) have good eyesight.

### **NOTE**

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

Candidates should produce written evidence of knowledge claimed.

### **Duties**

1. To drive vehicles of the corporation, the 4x4 van to carry generator and shooting equipment.
2. To carry out immediate minor repairs on the shooting equipment, whenever the need arises.
3. To conduct simple projection operations.
4. To handle production equipment, both during transit and operational activities, under supervision.
5. To be responsible of the equipment hires on the site.
6. To carry out simple checks/maintenance tasks including-
  - (i) checking of radiator or overflow tank for water level and filling up with water, if necessary;
  - (ii) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;

- (iii) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
  - (iv) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the type pressure and uneven/abnormal wear;
  - (v) monitoring mileage run/period vehicle is used and informing the officer in charge of transport when servicing is due;
  - (vi) washing and cleaning the vehicle's body and interiors;
  - (vii) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
  - (viii) checking of battery electrolyte level and topping up, as and when necessary; and
  - (ix) checking of all lights, horn, wipers brake and clutch to ensure that they are in good working condition.
7. To report and defect observed to the officer in charge of transport and take vehicle to workshop for repair/servicing, as instructed by the latter
  8. To attend to minor repairs such as cleaning spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breaks down on the road.
  9. 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 spot.
  10. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
  11. 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 Technician/driver in the roles ascribed to him.

**Note**

The Technician/Driver may be required to work outside normal working hours and/or during Week-Ends and Public Holidays.