

SCHEME OF SERVICE

<u>Organisation:</u>	Financial Intelligence Unit
<u>Post:</u>	Driver / Office Auxiliary
<u>Salary:</u>	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290
<u>Qualifications:</u>	Candidates should: (i) possess a Cambridge School Certificate with credit in at least five subjects including English Language obtained on one certificate <u>or</u> Passes not below Grade C in at least five subjects including English Language obtained on one certificate at the General Certificate of Education “Ordinary Level”; (ii) possess a valid driving license to drive manual gear cars and vans with a clean police record; (iii) have a good eyesight, vigilance and alertness in driving organisation vehicles; and (iv) have a basic knowledge of mechanics and simple vehicle maintenance.
<u>Duties:</u>	1. To drive FIU’s vehicles for the conveyance of staff and visitors, materials and equipment by day and night in connection with the activities of the FIU and in strict compliance with road traffic regulations. 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 sparks 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 of errands, despatch of correspondence and distribution of files and documents, as and when required.
8. To carry out the following when not assigned specific driving task:
 - a. To collect keys and deposit same from/to Police Station/Police Post.
 - b. To open and close offices.
 - c. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
 - d. to clean office premises, furniture and equipment including blinds and trunking on a regular basis and maintain the physical environment at a good standard;
 - e. to ensure that all switches/lights are turned off before leaving office every afternoon.
 - f. To operate a telephone switchboard/PABX console.
 - g. To operate office equipment such as duplicating, photocopying, fax machines, binding and scanning machine.
 - h. to prepare and serve tea/coffee and other refreshments and to do any necessary washing up of crockery (i.e. plates, glasses, mugs, spoons and forks);
 - i. to be in attendance at the reception counter as and when required; and
 - j. to assist in the arrangement of furniture and equipment within the office premises.
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 Driver / General Assistants in the roles ascribed to them.