



## SCHEME OF SERVICE

**Post: Office Auxiliary/ Driver**

**Salary:** Negotiable

### **Qualifications and Experience:**

**A.** Candidates should possess 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 METC.

**B.** Candidates should -

- (i) be able to communicate in English and French;
- (ii) possess qualities such as reliability and trustworthiness;
- (iii) possess communication and interpersonal skills;
- (iv) have the ability to work in a team;
- (v) possess a valid driving licence (manual gear) to drive cars or vans or minibuses;
- (vi) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (vii) have good eyesight.
- (viii) have at least 2 years' experience in a similar position.

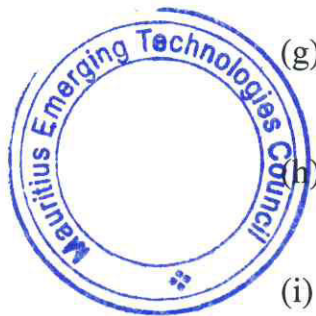
**C.** 2 years' experience as Office Auxiliary/Driver or in a similar position.

### **Duties:**

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close offices.
3. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
4. To usher in/guide visitors and maintain a record of such visits, if so required.
5. To clean premises and to maintain the physical environment at a good standard.



6. To ensure that all switches/lights are turned off before leaving office.
7. To operate a telephone switchboard/PABX console, as and when required.
8. To operate office equipment such as computers, duplicating, photocopying and fax machines.
9. To attend to calls.
10. To be in attendance at the reception counter of the Council, as and when required.
11. To assist in the arrangement of furniture and equipment within office premises.
12. To perform simple binding duties.
13. To drive Council vehicles for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Council.
14. 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.
15. To report any defect observed to the Council and take vehicle to workshop for repair/servicing as instructed by the latter.
16. 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 a breakdown on the road.



17. 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.
18. To keep a log book and record issues of fuel, all movements, tyres and battery changes.
19. 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 Auxiliary/Driver in the roles ascribed to him.

**NOTE**

Office Auxiliary/Driver may be required to work outside normal working hours including Sundays and Public Holidays.



Approved by Council  
at its meeting held on  
29 July 2022