



Islamic Cultural Centre

VACANCY FOR POST OF DRIVER / OFFICE AUXILIARY

Applications are invited from qualified candidates who wish to be considered for appointment as **Driver/Office Auxiliary** at the Islamic Cultural Centre (ICC) Trust Fund, a parastatal body operating under the aegis of the Ministry of Arts and Culture.

I. AGE LIMIT

Candidates should have reached their **18th** birthday but should not have reached their **48th** birthday by the closing date for the submission of application.

II. QUALIFICATIONS

- A. A Certificate of Primary Education or the Primary School Leaving Certificate.
- B. A valid driving licence to drive cars or vans or at least 15-Seater minibuses.
- C. A basic knowledge of mechanics and simple vehicle maintenance.
- D. A good eyesight

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

III. DUTIES

1. To drive vehicles of the Islamic Cultural Centre Trust Fund for the conveyance of staff and officials, materials and equipment in connection with the activities of the organisation.
2. To carry out simple maintenance tasks including:
 - (a) checking of radiator and filling up with water, if necessary;
 - (b) checking of engine oil pump and topping up, if necessary;
 - (c) testing and cleaning fuel pump and carburetor;
 - (d) checking brake and clutch, master cylinders and topping up, if necessary;
 - (e) checking wheel nuts for wheel tightness including spare wheel;
 - (f) reporting any defect to the responsible officer;
 - (g) cleaning and preventive servicing of the vehicle under his responsibility;
 - (h) topping up of battery;
 - (i) keeping fuel lines free of dirt and water;
 - (j) keeping tyres pumped to specifications; and
 - (k) ensuring regular servicing of vehicle.

3. To attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangement for mending of punctures in the event of breakdown on the road.
4. To keep a logbook.
5. To help in loading and unloading of items in vehicles.
6. To perform messengerial duties, among others:
 - (a) opening and closing of offices;
 - (b) to run errands, including despatch of correspondences;
 - (c) distribution of files and documents, as and when required;
 - (d) photocopying of documents, press cuttings, circulars and other papers; and
 - (e) attending the reception counter, directing visitors and keeping visitor's book.
7. To clean office premises and maintain the physical environment at a good standard, as and when required.
8. To operate office equipment such as photocopy and fax machine and telephone switchboard/PABX console, as and when required.
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/ Office Auxiliary in the roles ascribed to him/her.

Note:

Driver/Office Auxiliary may be required to work outside normal working hours.

IV. SALARY

The permanent and pensionable post carries salary in scale **Rs 24,245 x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 (PRB 2026)**, a month.

Selected candidate will, in the first instance, be appointed in a temporary capacity and will draw a flat salary at the discounted rate of **Rs 22,419** a month. After one year continuous service, he/she will, subject to satisfactory service, be confirmed in his/her appointment and be placed on the permanent and pensionable establishment.

V. MODE OF APPLICATION

Qualified candidates should submit their applications on the prescribed Application Form which is available on ICC website and may also be obtained at the **Reception Desk of the Islamic Cultural Centre (ICC) , La Paix Street, Port Louis.**

IMPORTANT

1. Candidates should produce written evidence of knowledge claimed.
2. Applications **not** made on the prescribed form will **not** be accepted.
3. Incomplete applications and non-submission of the required documents may entail elimination of the candidate from the selection exercise.
4. Preference will be given to candidates residing in the region and vicinity of Port Louis.
5. The ICC Trust Fund reserves the right to:
 - Convene **only** the best qualified candidates for interview; and
 - Not to make any appointment following this advertisement.

VI. CLOSING DATE

The duly filled in Application Form together with photocopies of the National Identity Card, birth and educational certificates, evidence of experience and other relevant documents in a sealed envelope clearly marked '**DRIVER- OFFICE AUXILIARY**' on the top left hand corner, should reach **The Director, Islamic Cultural Centre, Port Louis**, not later than **15 00 hours** (local time) on **Monday 23 March 2026**. Application Forms received **after** the specified closing date and time will **not** be considered.

Date: 22 February 2026

**Islamic Cultural Centre
PORT LOUIS**