

## **Construction Industry Authority**

### **Qualifications, Salary and Duties**

**Post:** Handy Worker/Driver

**Qualifications:** By selection from among candidates who -

- (i) show proof of having read up to Form V;
- (ii) possess a valid driving licence to drive cars or vans or lorries up to five tons;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have a good eyesight and defensive driving skills.

**Note**

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

**Salary:** Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 – 37290

**Note:**

However, for the year 2026, you will draw the corresponding discounted salary of Rs 22419 as specified at Row 3 of the Consolidated Master Conversion Table in the Annex to the Ministry of Public Service and Administrative Reforms Circular Letter No.3 of 2026, issued following the PRB Report 2026.

- Duties:**
1. To collect keys and deposit same, as required.
  2. To open and close offices.
  3. To clean premises and to maintain the physical environment at a good standard.
  4. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents, as and when required.
  5. To ensure that all switches/lights are turned off before leaving office every afternoon.

6. To operate a telephone switchboard/PABX console, as and when required.
7. To operate simple office equipment such as photocopying machines, fax machines, etc.
8. To respond to calls.
9. To assist in the arrangements of furniture and equipment within the office premises.
10. To prepare and serve refreshments and to clean the utensils used in the preparation and serving of such refreshment.
11. To drive vehicles of the Board for the conveyance of staff, materials and equipment in connection with the activities of the Board.
12. 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 of 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; and
  - (i) keeping fuel lines free of dirt and water.
13. 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, etc., in the event of breakdown on the road.
14. To help, whenever required, the mechanics when the vehicle under his charge is under repairs.
15. To keep a log book.
16. To comply with road traffic regulations.
17. 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 Handy Worker/Driver in the roles ascribed to him.

CIA

February 2026