

**Ref. No. SMD3/138/17**

Office of Establishments and Training,  
Governor's Office,  
Akure.

03 May, 2016.

The Chief of Staff to the Governor,  
The Special Assistant to the Deputy Governor,  
State Commissioners,  
The Secretary to the State Government,  
Office of the Head of Service,  
Chairmen of Commissions/Corporations,  
Permanent Secretaries/Tutors-General,  
Permanent Secretaries (Local Government),  
The Clerk, Ondo State House of Assembly,  
The Accountant-General,  
The State Auditor-General.  
The Statistician-General,  
Director-General,  
General Managers/Heads of Non-Ministerial Department,  
Chief Registrar, High Court of Justice,

**CONVERSION OF OFFICERS FROM MOTOR DRIVER MECHANIC  
CADRE TO WORKS SUPERINTENDENT CADRE**

It has been observed over time that a lot of anomaly characterised the process of conversion of officers from the Motor Driver Mechanic cadre to the Works Superintendent cadre, in contravention of the provisions of the Schemes of Service and extant rules. This has led to the situation where there is acute shortage of drivers in the Service while the Works Superintendent cadre is being over bloated. In effect, most of the drivers that had benefitted from conversion are still behind the wheel and performing the functions of a Motor Driver Mechanic as against the schedule of duties of those in the Works Superintendent cadre.

2. In order to sanitize the process of conversion to the Works Superintendent cadre, the Head of Service has directed that henceforth, the participation of Chief Drivers in the 6 months mandatory training usually organised by the Ministry of Works, as a pre-condition for conversion to the Works Superintendent cadre, should strictly be based on the recommendation of MDAs. This should also be done in collaboration with the Office of Establishments, while ensuring that the nominated officers have requisite qualification(s) and their recommendations based strictly on the need of government.

3. As a measure to decongest the current backlog of Chief Drivers, GL.07 in the system, the Head of Service has also approved that the career progression of Motor Driver Mechanic cadre be upgraded to terminate at GL.09. The new structure of the cadre will now be as follows:

- i. Motor Driver, GL.03

- v. Chief Motor Driver Mechanic Grade III, GL.07
- vi. Chief Motor Driver Mechanic Grade II, GL.08
- viii. Chief Motor Driver Mechanic Grade I, GL.09

4. The Duties and Methods of entry and advancement of Motor Driver, GL.03 to Chief Motor Driver Mechanic Grade III, GL.07 remains the same, as contained in the Schemes of Service while the Duties and Methods of entry and advancement of Chief Motor Driver Mechanic II, GL.08 and Chief Motor Driver Mechanic I, GL.09 are stated below:

S/N	POST	DUTIES	METHODS OF ENTRY AND ADVANCEMENT
i.	Chief Motor Driver Mechanic II, GL.08	<ul style="list-style-type: none"> <li>i. Driving with care and caution any vehicle assigned to him.</li> <li>ii. Ensuring the security of vehicle and taking prompt action on accident cases.</li> <li>iii. Supervising Chief Motor Driver Mechanic III and Senior Motor Driver Mechanic.</li> </ul>	By promotion of a confirmed and suitable Chief Driver Mechanic III, GL.07, with minimum of 3 years waiting period.
ii.	Chief Motor Driver Mechanic I, GL.09	<ul style="list-style-type: none"> <li>i. Driving with care and caution any vehicle assigned to him.</li> <li>ii. Ensuring the security of vehicle and taking prompt action on accident cases.</li> <li>iii. Supervising Drivers in the Transport Unit.</li> </ul>	By promotion of a confirmed and suitable Chief Driver Mechanic II, GL.08, with a minimum of 3 years waiting period.

5. It must be emphasized unequivocally that professional Drivers, who are interested and willing to convert to the Works Superintendent cadre that terminates on GL. 14 are free to do so subject to the conditions in paragraph 2 above and the general provisions in the Schemes of Service. Those successful will no longer be in the **Motor Driver Mechanic cadre** but in the **Works Superintendent cadre** with distinct job schedule.

6. This Circular Letter takes immediate effect. Please, give its contents the required publicity.

  
**Akinseloyin A. O.**  
**for: Head of Service**