

Job Title: Driver (4 Position)

Duty Station: Kampala, West Nile, Rwenzori, Soroti

Reports To: Regional Team Lead/ Administrator

Job Summary: They will drive project staffs to various destinations in total observance of traffic regulations, ensure safety of vehicles, monitor mechanical conditions of vehicles and oversee vehicle repairs.

Duties:

- Driving office vehicles for UCMB business or authorized purposes in mentioned regions.
- Securing and proper maintenance of vehicles, their tools and accessories.
- Ensuring continuity of transport services by adhering to duty rosters.
- Detecting mechanical faults of vehicles and reporting them for appropriate action.
- Entering mileage and other entries in the log books.
- Ensuring assigned vehicles have up-to-date vehicle registration and insurance
- Checking service schedules and ensuring service is carried out or service status is reported appropriately.
- Checking vehicles to detect damages/faults at the completion of any long journey, and at weekly intervals
- Ensuring that all vehicle documents are in order and up to date (log books, insurance, registration, clearance to operate etc.)
- Checking and ensuring that all vehicle tools are present and in order and that all necessary controls (oil, lubricant, fuel, water etc.) have been carried out before driving or releasing a vehicle for a long journey.
- Ensuring the UCMB vehicles are regularly kept clean and tidy both external and internally by ensuring prompt vehicle washing
- Ensuring absolute punctuality for duty and adhering to duty roster or instructions.

Qualifications:

- A certificate of O level and above is required.
- A valid driving permit
- Additional training in defensive driving is an added advantage
- Work experience of not less than five years with a good track record.
- Experience working with National or International organizations is an added advantage

Personal Characteristics

- Non-alcoholic or individual who does not drink alcohol while on duty
- Good communication and interpersonal abilities
- Good time-keeper
- Good temperament and able to freely but respectfully and constructively relate with people of all levels.

Note: Signed applications, CVs and academic credentials in a single PDF file can also be sent to admin@ucmb.co.ug **not later than 24th November 2023 (5:00pm)**. The subject line should

indicate the position applied.