

Job Title	PROJECT DRIVER	Duty Station	Kampala
Employment type	Full time	Role balance guide	People: 40% Operations: 60%
Role summary	You will manage project vehicles, including routine maintenance, registration, as well as coordinating transportation for field activities and project staff as appropriate. You will also provide logistical support in delivery of welfare services to staff.		
Reports To	Operations Manager	Indirect Reports	Not applicable

Key Duties and Responsibilities

- 1) Ensure vehicle maintenance in line with the Project standards.
- 2) Drive the project vehicle/s to transport authorized personnel and delivery or collect documents and other items to required destination/s.
- 3) Maintain the assigned vehicles, renew all required licenses and vehicle insurances, and perform minor repairs.
- 4) Ensure that the vehicle is kept clean in line with project standards.
- 5) Maintain trip movement records, logging official trips, daily mileages, fuel consumption, oil changes, greasing, etc. in the logbooks in line with the Project vehicle usage policy.
- 6) Inspect and report faulty vehicle equipment
- 7) Provide logistics technical assistance as and when requested by the supervisor.

Team Contribution

- 1) Constructively contribute and collaborate with all colleagues
- 2) Demonstrate compliance with all legislation and UDLS Project policies and procedures

Values and Behaviour

Actively demonstrate the organisational values:

Integrity: We stand up for what is right

Collaboration: We are stronger together

Empowerment: We make a difference

Action: We focus on results

Health, Safety and Wellbeing

- 1) Adhere to all health and safety policies and procedures of Uganda Driving License System and take all reasonable care that your actions or omissions do not impact on the health and safety of others in the project.

Confidentiality

This position requires the highest level of confidentiality

This job description defines the broad responsibilities of this position. Please refer to project work plans for more specific details of performance goal, objectives, targets and indicators.

Person Specification

Qualifications & Experience	<p>Essential:</p> <ul style="list-style-type: none"> • The ideal candidate must hold an Ordinary Level Certificate of Education, with a Credit in English. • A certificate in automobile mechanics • Hold a valid Driver's permit of two or 	<p>Desirable:</p> <ul style="list-style-type: none"> • A certificate in Defensive driving from an established driving school/firm is an added advantage. • A minimum of 5 years driving
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	<p>more Classes where D1 is mandatory</p> <ul style="list-style-type: none"> • Excellent experience in driving Manual vehicles 	<p>experience</p> <ul style="list-style-type: none"> • Fleet management and mechanics.
<p>Skills & Attributes</p>	<p>Skills:</p> <ul style="list-style-type: none"> • Excellent interpersonal and networking skills • Good communication skills. • Good coordination and organizational skills. • Good timekeeper <p>Attributes</p> <ul style="list-style-type: none"> • High degree of integrity and confidentiality. • Ability to work under pressure. • A team player 	
<p>Other</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Preparedness to undergo a police check • Availability to travel domestically if required • Ability to work flexible hours. 	