



THE REPUBLIC OF UGANDA

ADVERT

Ministry of Gender, Labour & Social Development

The Government of Uganda is implementing the Youth Livelihood Programme (YLP) and under the Ministry of Gender, Labour and Social Development (MGLSD). The main objective of the Programme is to empower the target youth to harness their socio-economic potential and increase self-employment opportunities and income levels. The Programme provides revolving funds to finance small enterprises initiated by the groups of youth in various sectors of the economy.

The implementation of the Programme is mainstreamed into the government structures at the national and local government levels with support from Technical Support Team (TST) based at the National and Regional levels.

The Ministry of Gender Labour and Social Development, invites applications from qualified Ugandans to fill the vacant position of Driver

JOB DESCRIPTION AND PERSON SPECIFICATIONS

Job Title: Driver
Reports To: Project Administrator

Purpose of the Job

To drive and maintain the vehicle in accordance with the transport policy and as directed by the supervising officer.

Key functions and responsibilities

- i. Schedule annual vehicle examination for service vehicles with the transportation Department.
- ii. Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition
- iii. Ensure sound running of the vehicles assigned and arrange minor repairs where necessary, check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside.
- iv. Keep track of timely car insurance renewals.
- v. Update monthly mileage records.
- vi. Maintain log book of each service vehicle on daily basis.

- vii. Distribute mail as needed, both incoming and outgoing.
- viii. Deliver correspondence to government authorities and assist in processing various permits (such as airport pass etc.).
- ix. Facilitate airport pickups for VIP visitors and transportation during official visits.
- x. Assist with office and meeting room re-arrangement for various meetings/events.
- xi. Any other duties as may be assigned from time to time

Person Specifications

Qualifications

- A Uganda Certificate of Education (UCE) with a pass in English language and Mathematics
- Valid driving permit of class E, held for the last three years.
- Driving experience in a reputable organization for at least two years.
- Basic knowledge of mechanical and vehicle maintenance.
- Certificate of defensive driving from Ministry of Works
- Clean driving record

Experience

- Working knowledge and experience in driving for at least three years from a reputable organization.

Competencies

- Time management
- Flexibility
- Concern for standards;
- Customer care
- Communicating Effectively;
- Ethics and integrity

APPLICATION PROCEDURE:

Interested persons who meet the above requirements should apply to the,

Permanent Secretary
Ministry of Gender, Labour & Social Development,
Simbamanyo House, Plot 2 George Street
P.O Box 7136, KAMPALA, UGANDA

Application Deadline 15th November 2020, 11:00am