



MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

EXCITING CAREER OPPORTUNITY

The Ministry of Gender, Labour and Social Development (MGLSD), through its Programme Management Unit (PMU) is implementing the second Phase of the Expanding Social Protection Programme (ESPII). The goal of ESP is to reduce chronic poverty and improve life chances for poor men, women and children in Uganda. The programme aims to embed a national social protection system, including social assistance for the poorest and most vulnerable, as a core element of Uganda's national planning and budgeting processes. A core element of the Programme is the Social Assistance Grants for Empowerment (SAGE) under which government provides the Senior Citizens Grant to older persons. Government is currently considering rolling out the Senior Citizens Grant to all districts in the country.

The MGLSD through the PMU seeks to recruit competitive, competent and well-motivated persons to fill four (4) vacant positions in the Expanding Social Protection (ESP) Programme effective 1st October 2021.

Position 1: Drivers (3)

Reports to: Administration Officer

JOB PURPOSE

Reporting to the Administration Officer, the Driver is responsible for the safety and security of vehicles, cleanliness of vehicle and ensuring that vehicle is in a road worthy condition, transportation of programme Staff to designated locations and to deliver office documents, materials and cargo to different places safely.

KEY TASKS AND RESPONSIBILITIES

1. Drive Programme vehicles over designated routes to pick up or drop employees on official duty
2. Ensure the safety and timely delivery of passengers, goods and documents to designated places
3. Provide customer care services for individuals as they reach destination
4. Ensure that all deliveries have been recorded in the delivery book, signed and delivered to the correct recipient
5. Support in loading and unloading of office materials to and from the vehicle
6. Check and ensure that the vehicle is road-worthy before any trip.
7. Keep vehicle clean and maintained at all times
8. Perform vehicle inspection to manage preventive maintenance
9. Perform preventative and regular maintenance on vehicle
10. Make minor repairs as and when necessary

11. Ensure that routine service is timely done and all repairs are completed as stated on the purchase order.
12. Ensure that the vehicle is safely parked in a secure place overnight
13. Maintain mileage logs and update the mileage log for all routes and fuel refills
14. Ensure all maintenance data is logged appropriately and brought to the attention of Administration Officer for immediate attention.
15. Submit reports on fuel efficiency and vehicle condition to the Administration Officer as per agreed schedules

Qualifications, Skills and experiences

The candidate for this role will have the following credentials:

- o O Level certificate
- o In depth knowledge of routes, locations and addresses in and around city and country
- o Able to perform minor repairs of all kinds of vehicles
- o Demonstrated ability to keep the vehicle clean
- o Amiable, polite and smart in presentation
- o 5years with clean driving license

Position 2: Policy and Advocacy Assistant (1)

Reports to: Policy and Advocacy Coordinator

JOB PURPOSE

Reporting to the Coordinator, the Policy and Advocacy Assistant is responsible for the overall provision of administrative and programmatic support to the Policy and Advocacy Unit. He/she is responsible for documentation during meetings, workshops and trainings, and supporting consultancies.

KEY TASKS AND RESPONSIBILITIES

1. Supporting the policy team to organize workshops, conferences and meetings
2. Producing reports of the assigned activities
3. Preparing minutes of the meetings and distributing them to the relevant attendees
4. Organising and sharing required documents with the consultants;
5. Supporting national missions of the consultants- organising meetings, travel and all related logistics; e.g. Preparing List of key informants that consultant needs to meet; List of any district locations that consultant may need to visit;
6. Responsible to accompany consultant during his/her meeting engagements
7. Preparing schedule of meetings, field visits and/or other activities for the consultant's visit.
8. Providing assistance and support in any other tasks as and when required;
9. Taking minutes of Unit meetings and workshops

Qualifications, Skills and experiences

The candidate for this role will have the following credentials:

- o The selected candidate will have an advanced degree in social work and social administration, economics, development studies, social sciences or related field from a recognised university;
- o Knowledge of the Social Protection sector in Uganda
- o Knowledge and experience in working with government and non-state actors.
- o Experience organising meetings and appointments is highly desirable;
- o Strong written and oral communication skills, fluency in English essential.
- o Team leadership experience.

How to Apply:

Suitably qualified and interested candidates should hand deliver application letters addressed to
 The Permanent Secretary
 Ministry of Gender, Labour and Social Development
 Plot 2, Simbamanyo House
 P.O Box 7136
 George Street, Kampala

The application letters should be accompanied with detailed CV, names and addresses of three referees along with the relevant certified copies of academic transcripts, certificates, email address, and daytime telephone contact and relevant appointment letter. Closing date for receiving applications is Monday September 13, 2021 at 5:00 pm.

Only shortlisted candidates will be contacted for interview. Should you not hear from us after two weeks of closing date of submissions, consider your application unsuccessful.

The Expanding Social Protection Programme is an equal opportunity employer and does not discriminate based on sex, religion, political affiliation, national extraction or social origin, health status or disability.