

Terms of Reference for Driver

Job title:	Driver
Number of positions:	Four (4)
Reports to:	Project Administrator, MGLSD
Duty Station:	MGLSD Headquarters (Kampala)
Duration of contract:	24 months with 4 months' probation

Job Purpose

To drive and maintain the project vehicles in accordance with the MGLSD fleet management policy guidelines and as directed by the supervising officer.

Duties and Responsibilities

- a. Schedule annual vehicle examination for service vehicles with the transportation Department.
- b. Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition
- c. Ensure sound running of the vehicles assigned and arrange minor repairs where necessary, check oil and tires properly and keep the service vehicles in clean condition, both inside and outside.
- d. Keep track of timely car insurance renewals.
- e. Update monthly mileage records.
- f. Maintain log book of each service vehicle on daily basis.
- g. Distribute mail as needed, both incoming and outgoing.
- h. Facilitate airport pickups for VIP visitors and transportation during official visits.
- i. Any other duties as may be assigned from time to time

Qualification

- a. A minimum of a Uganda Certificate of Education (UCE) with a pass in English language.
- b. Formal drivers training with a valid driver's license/certification to operate assigned vehicle following local rules and regulations.

Experience and Competencies

- a. Valid driving permit of class C, held for the last three years.
- b. Driving experience in a reputable organization for at least five years.
- c. Basic knowledge of mechanical and vehicle maintenance.
- d. Certificate of competence issued by the Ministry of Works and Transport or a licensed institution.
- e. Good driving record references.
- f. Proactive, takes ownership, mature, flexible personality
- g. Good record on ethics and integrity.
- h. Team player and good people skills.
- i. Good public relations and Customer care.
- j. Good Time Manager.

Deliverables

- i. Project authorized Officers transported on duty.
- ii. Well maintained project vehicle.