



## VACANCY ANNOUNCEMENT

### DRIVER (1 VACANCY)

The Ministry of Gender, Labour and Social Development (MGLSD), through its Programme Management Unit (PMU) is implementing the Expanding Social Protection Programme (ESP). 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 the government provides the Senior Citizens Grant to older persons. The SAGE is implemented in 10 Regional Technical Support Units (RTSU's) located in the Districts of Moroto, Kaberamaido, Mbale, Kamuli, Gulu, Nebbi, Mbarara, Kiboga, Kampala and Kyenjojo.

To support the SAGE implementation, the MGLSD seeks to recruit a competitive, competent and well-motivated person to fill the position of Driver from 1<sup>st</sup> October 2025 to 30<sup>th</sup> June 2028, subject to renewal depending on performance and availability of funding.

Interested and eligible persons should submit their applications including a cover letter, current Curriculum Vitae and copies of Academic Certificates and Transcripts, to be delivered at Ministry of Gender, Labour and Social Development's **General registry** on 2<sup>nd</sup> Floor, Plot 2, George Street not later than 1700hrs on 11<sup>th</sup> September 2025.

Applications should be addressed to:

**The Permanent Secretary**  
**Ministry of Gender, Labour and Social Development**  
**Plot 2, George Street**  
**P.O Box 7136**  
**KAMPALA**  
**[Tel:+256](tel:+256414347854) 414 347 854**

Only shortlisted candidates will be contacted.

<b>Position:</b>	Driver
<b>Number of vacancies</b>	01
<b>Reporting to:</b>	Driver
<b>Duty Station:</b>	Any District of posting
<b>Salary Grade:</b>	8 (of the ESPP II Salary structure)
<b>Supervises:</b>	None

## **JOB PURPOSE**

Transport programme staff from one place to another on assigned routes and 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 or goods.
3. Deliver important documents to required destination and ensure that all deliveries have been recorded in the delivery book, signed and delivered to the correct recipient.
4. Check and ensure that the vehicle is road-worthy before any trip through checks on engine oil level, brake fluid level, steering fluid levels, wheel nuts, tyre pressures and wear and electrical systems.
5. Ensure that routine service is timely done and all repairs are completed as stated on the Call off Order.
6. Make minor repairs as and when necessary and perform preventative and regular maintenance on vehicle.
7. Keep the exterior and interior of the vehicle clean and maintained at all times.
8. Maintain mileage logs and update the mileage log for all routes and fuel refills.
9. Ensure all maintenance data is logged appropriately and brought to the attention of the Administration Officer for immediate attention.
10. Ensure safety of vehicle and its contents which include spare wheels, jack and tools.
11. Perform vehicle inspection to manage preventive maintenance.
12. Ensure that the vehicle is safely parked in a secure place overnight.
13. Support in loading and unloading of office materials to and from the vehicle.
14. Provide customer services for individuals as they reach destination.

## **KEY RESULTS AREAS**

1. Passengers and goods safely delivered.
2. Vehicles maintained in good mechanical condition.
3. Vehicle logs maintained.
4. Vehicle tools safe and secure.
5. Passengers well supported while on their journeys.
6. Vehicles parked in secure places overnight.

## **PERSON SPECIFICATIONS MINIMUM**

### **A) Academic Qualifications**

- i. A Uganda Certificate of Education (UCE) with at least a pass in English language.
- ii. Valid driving permit of class E, held for the last three years

- iii. A Certificate in defensive driving and training in road safety is an added advantage

## **B) Working Experience**

A minimum of five (5) years of working experience as a Driver in government or from a reputable organization with at least more than two classes.

## **C) Competences**

### **Technical**

- i. Vehicle driving
- ii. Basic knowledge of mechanical and vehicle maintenance
- iii. Accountability
- iv. Attention to detail
- v. Problem -solving

### **Behavioural**

- i. Effective Communication
- ii. Teamwork
- iii. Ethics and integrity
- iv. Public relations and Customer care
- v. Time Management
- vi. Flexibility