



JOB ADVERT

Vacancy title: Driver

Number of Vacancies: 2 Positions

Job Type: Full time employment

Work Hours: 8

Jobs at: Albertine Interventions for Development (AID)

Deadline for this position: 20th December 2024

Duty Stations: Country Office Kampala and Fort Portal.

Starting Date: 6th January 2025

Reports to: Regional Finance & Admin Manager (RFAM), National Finance & Admin Advisor (NFAA) and working closely with Project Coordinators/Regional Managers.

Contract Period: 1 year with possibility of renewal based on performance.

Organization Back Ground

Albertine Interventions for Development (AID) is a grassroots Multisectoral Development Partner operating country wide & registered with Uganda National NGO Bureau (REG NO: S.5914/12791) as well as a company limited by guarantee with Uganda Registration Services Bureau (REG NO: 227181) established in 2007 to provide lasting solutions to poor and vulnerable communities to foster improved livelihoods for sustainable development in Uganda. AID implements her programme interventions in the thematic areas of: Climate smart agriculture & enterprise development, Environmental protection and natural resources management, Water, sanitation and Hygiene (WASH), Community Health & Nutrition, Orphans & Other Vulnerable Children (OVC) Empowerment, Entrepreneurship and Skills Development. For more information about us, you can visit us on our website: www.aid.ug

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JOB DETAILS

Job Summary:

The role of the driver will be to support Albertine Interventions for Development (AID) and its implementing partner organisations to successfully implement the running projects in the Rwenzori, Albertine, Kigezi, Ankole, Central, Eastern, Northern and West Nile regions by ensuring proper maintenance of vehicles, safe and timely transportation of project and field officers, visitors, goods as well as running office errands.

Employee will work closely with the regional finance & admin managers, Project managers, National Finance & Administration Advisor (NFAA) to ensure that all permits and insurance are kept up to date.

Key Duties and Responsibilities:

Vehicle operations and Safety

- Have end responsibility for use of car, clean and fuel vehicle, check inventory (e.g. first aid kit, second tire etc.) and status of the vehicle, identify any damage and report these to supervisor, arrange and keep track of periodical service schedule and insurance
- Be familiar with and adhere to the motor vehicle usage policy.

Driving

- Drive staff or deliver errands within the identified areas, following the traffic regulations, safety instructions and situations and based on the travel arrangements of the passengers and/or delivery requirements

Technical Maintenance

- Regularly check and maintain the main maintenance areas (e.g. oil, tire pressure etc.), identify technical malfunctions, check potential repair alternatives, conduct repairs to the vehicles and/or send for repair, in consultation with the supervisor in case of complex and/or costly repair

Administration

- Keep logbook of all driving activities, fuel and any incidents and accidents. Ensure insurances and taxes of vehicles are up to date.

Additional activities

- Execute activities to support others based on request, like assist in logistic activities.

Planning and Coordination

- Plan transport, coordinate drivers, contact and contract suppliers and garages for maintenance and services, ensure valid insurances for fleet and check and document valid driver license of all persons driving AID Vehicles

Qualifications, Skills and Experience:

- The ideal applicant must have UACE Certificate
- Valid driver's license with Classes B, CM, DL
- Seven (7) years of driving experience in a medium sized organization

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- Defensive driving experience for risk management
- Knowledge of Ugandan Traffic Laws and regulation
- Effective verbal, presentation and listening communication skills
- Excellent interpersonal and teamwork skills.
- Ability to maintain composure always.
- Computer knowledge is preferred

Key Behavioural Competencies

- Accountability
- Professional Excellence
- Humility
- Customer Orientation
- Empathy
- Innovation

Job application procedure

To apply for the above position, please send your application involving (Cover Letter, CV & Certified Academic credentials) addressed to the Human Resources Manager, Albertine Interventions for Development (AID), P.O. Box 405, Fort Portal-Uganda strictly by email to hr@aid.ug while indicating **the job title** in the email subject, not later than **20 December 2024 at 5:00pm EAT**. Only shortlisted applicants will be contacted for interviews & if you don't hear from us by **6 January 2025**, consider yourself unsuccessful.

AID is an equal opportunity employer and promotes gender equality. Canvassing will lead to automatic disqualification. AID doesn't charge a fee at any stage of the recruitment process (Application, Interview, meeting, processing and training).