



UGANDA EPISCOPAL CONFERENCE

Uganda Catholic Secretariat

Uganda Catholic Medical Bureau

The Uganda Episcopal Conference (UEC), the legal body of Catholic Bishops of Uganda with funding from Centers for Diseases Control and Prevention (CDC) is implementing the Comprehensive HIV Epidemic Control project through FBO/PNFP health facilities. UEC would like to fill the position of Driver for Luweero region with a qualified and highly motivated person able to work with a dynamic project team at the Uganda Catholic Secretariat. Eligible and interested candidates should apply and attach their signed CVs, certificates and testimonials. Suitable candidates residing within Luweero region are encouraged to apply. Applications should be directed to the address below **not later than 31st January 2025** at 5pm. Only shortlisted candidates will be contacted.

The Secretary General
Uganda Catholic Secretariat
Plot 672, Hanlon Road, Nsambya Hill
P. O. Box 2886
Kampala

Job Title: Driver (1 Position)
Duty Station: Luweero
Reports To: Finance and Administration Officer

Job Summary: The purpose of the Driver position is providing support to the Finance & Administration Officer in transport management for the UCMB - Luweero Region Project Office programs. In collaboration with the Administrative Officer, the Driver is responsible for running the day-to-day Luweero Region Project transport activities.

Supervisor

The Driver is supervised by the Finance & Administration Officer.

Tasks & Responsibilities

The responsibilities are described below;

- Driving of office vehicles for UCMB business or authorized purposes in Luweero Region.
- Securing and proper maintenance of vehicles, their tools and accessories.
- Ensuring continuity of transport services by adhering to duty rosters.
- Detecting mechanical faults of vehicles and reporting them for appropriate action.
- Entering mileage and other entries in the log books.
- Ensuring assigned vehicles have up-to-date vehicle registration and insurance

- Checking service schedules and ensuring service is carried out or service status is reported appropriately.
- Checking vehicles to detect damages/faults at the completion of any long journey, and at weekly intervals
- Ensuring that all vehicle documents are in order and up to date (log books, insurance, registration, clearance to operate etc.)
- Checking and ensuring that all vehicle tools are present and in order and that all necessary controls (oil, lubricant, fuel, water etc.) have been carried out before driving or releasing a vehicle for a long journey.
- Ensuring the UCMB vehicles are regularly kept clean and tidy both external and internally by ensuring prompt vehicle washing
- Ensuring absolute punctuality for duty and adhering to duty roster or instructions.

Other office tasks when not in active duty as driver

- Assisting in photocopying and binding
- Assisting with office messenger functions
- Assisting in any other duties as assigned

Qualifications:

- A certificate of O level and above is required.
- A valid driving permit
- Additional training in defensive driving is an added advantage
- Work experience of not less than five years with a good track of record.
- Experience working with National or International organizations is an added advantage
- Residents in the Luweero region are encouraged to apply

Personal Characteristics

- Non-alcoholic or individual who does not drink alcohol while on duty
- Good communication and interpersonal abilities
- Good time-keeper
- Good temperament and able to freely but respectfully and constructively relate with people of all levels
- Flexibility and adaptability to readily accept any impromptu assignments or requirements to work outside normal duty hours
- Tidiness and courteousness with colleagues and office guests

Job placement

Luweero Region UEC/UCMB Project Office, in Luweero district under the purview of Uganda Catholic Medical Bureau