

<b>Job Title</b>	<b>TEMPORARY DRIVER</b>
<b>Directorate</b>	<b>FINANCE AND ADMINISTRATION</b>
<b>Department</b>	<b>ADMINISTRATION</b>
<b>Reporting to</b>	<b>ADMINISTRATION OFFICER</b>
<b>Salary Grade</b>	<b>N7</b>
<b>Job Purpose</b>	
To drive organisational motor vehicle and carry out basic vehicle checks to enable people move from one place to another to carry out official business of the Authority.	
<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Drive organization vehicles to enable people move from one place to another to meet the organization objectives.</li> <li>• Keep organization vehicles mechanically sound in line with Uganda traffic laws.</li> <li>• Transport and deliver organizational mails and messages according to NITA-U office practice.</li> <li>• Renew organization vehicle licenses in line with vehicle policy and traffic laws;</li> <li>• Capture data on individual vehicles for repairs and service;</li> <li>• Verify all repairs and service done by the respective garages;</li> <li>• Verify requisition form for vehicle maintenance;</li> <li>• Ensure compliance of regulations of vehicle maintenance;</li> <li>• Capture data on monthly fuel consumption for individual vehicles (routine);</li> <li>• Provide update on status of insurance and car tracking facilities;</li> <li>• Assist in scheduling vehicles for weekly/monthly washing;</li> <li>• Report all motor vehicles incidents in line with the Authority's guidelines;</li> <li>• Perform any other duties that may be assigned from time to time</li> </ul>	
<b>Position Requirements</b>	
<b>Education</b>	
<ul style="list-style-type: none"> <li>• A minimum of a Uganda Ordinary Certificate of Education or its equivalent;</li> <li>• At least 3 driving classes plus valid driving license;</li> <li>• A certificate in Defensive Driving or basic mechanical engineering qualification is an added advantage</li> <li>• Ability to ride motor cycle with a valid riding licence is an added advantage</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• At least three years driving experience with a reputable public or private commercial or donor funded organization</li> </ul>	
<b>Technical Expertise</b>	
<ul style="list-style-type: none"> <li>• Ability to drive organisational vehicle with confidence</li> <li>• Ability to carry out simple mechanical checks on the motor vehicle</li> <li>• Ability to detect motor vehicle mechanical defects</li> <li>• Creativity in planning how to accomplish assigned tasks. e.g defining routes for field activities,</li> </ul>	