POSITION: Driver

LOCATION: Kotido

ABOUT CARE INTERNATIONAL

CARE International has been active in Uganda since 1969 and working in the country continuously since 1979, implementing a diverse portfolio of programs and projects ranging from emergency services to economic development and civil society building. Our current programming targets Women, Girls and youth as well as vulnerable groups such as the extreme poor, internally displaced people, children to provide assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty grounded on careful and thorough analysis of power relations between different groups in society and the local context in which they live and work. Our programming is guided by our core values of transformation, Integrity, Diversity, Equality and excellence.

CARE International in Uganda seeks to recruit a highly motivated and qualified professional to fill the position of Driver.

JOB SUMMARY

The incumbent will drive authorized passengers, transport goods and services (information) and check the mechanical condition of the vehicles regularly and act accordingly in line with CARE Uganda policies. The post holder will report to the Operations Officer.

QUALIFICATIONS AND EXPERIENCE PREFERRED

i. ‘O’ Level Certificate as the minimum qualification required
ii. A certificate in Mechanical Engineering is desired
iii. At least 2 years’ experience in the Karamoja region is required
iv. Certificate in defensive driving is an added advantage.

SPECIFIC REQUIREMENT/SKILLS

i. A clean driving record, valid Uganda driving permit classes B, DL, CM and DM.
ii. Good knowledge of vehicle maintenance/mechanics
iii. A good command of both verbal/spoken and written English is necessary.
iv. Defensive driving skills.
v. Capacity to use the computer (basic skills)
vi. Good knowledge on use of office machines (copier, scanners, Telephone switchboard etc.)

Application Procedure:

Interested candidates should submit their application letters and most updated CVs including the names, day time telephone contact and email addresses of three work related referees through our recruitment email (ugarecruitment@care.org) by 7th February, 2020.
Candidates who originate from the following districts are encouraged to apply: Kotido, Kaabong, Karenga, Abim, Katakwi, Napak, Nabilatuk, Nakapiripirit, Amudat, and Moroto.

Please indicate the job title in the email subject line.

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER.

Please Note that CARE does not ask any applicant payment for any recruitment process.

For any questions please call our office on 0312258100/150

N.B: Refer to the Job description below for more details about the job
CARE International in Uganda

JOB DESCRIPTION

Job Title: Driver
Project/Unit: Administration
Grade: A
Supervisor title: Operations Officer.
Duty station: Kotido
Date of employment: February 2020

JOB SUMMARY:

The incumbent will drive authorized passengers, transport goods and services (information) and check the mechanical condition of the vehicles regularly and act accordingly in line with CARE Uganda policies. The post holder will report to the Operations Officer.

RESPONSIBILITIES AND TASKS:

- Drive vehicles/authorized passengers to specified destinations as approved by the supervisor in line with CARE Uganda vehicle usage policy.
- Monitor the security of vehicle, authorized passengers and luggage in line with the vehicle policy.
- Deliver packages, goods and mails and any other information to specified people, places and offices in line with CARE policies.
- Check the vehicle status/condition e.g. engine oil, water, nuts, battery water, license, Third Party Insurance, brakes, tyre pressure etc. prior to any journey and carry out regular vehicle repairs e.g. correcting hard start, tightening bolts and nuts, topping up battery water, etc.in line with CARE policy.
- Report all major and minor damages and accidents on the vehicle at hand to the supervisor in line with CARE policies on vehicle policies
- Prepare and submit vehicle monthly reports in line with the CARE policies
- Assist Supervisor and colleagues in gathering security information analysis especially pertaining to routes to be travelled.
- Advise the supervisor on the security of such routes and whether CARE vehicle should travel or not on a given route.
- Any other duty as assigned by the Supervisor.

QUALIFICATIONS:
Education and Experience Preferred

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- A certificate in Mechanical Engineering is desired
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Specific requirement/skills

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Signed: ___________________________ Date: ___________________________
              
Supervisee

Signed: ___________________________ Date: ___________________________

Supervisor