



MD DRIVER AND OFFICE SUPPORT

Reports to: Managing Director

Department: Corporate

Duty Station: Office / Field

Job Summary

The MD Driver & Office Support role provides safe, reliable executive transport for the Managing Director (and executive guests when required) while delivering dependable administrative support to enable smooth office operations. The position involves route planning, preventive vehicle care, and proactive risk avoidance alongside document handling, banking errands, and support to commercial processes. The role requires excellent time management, discretion, customer service orientation, and an unwavering commitment to HSSE and company protocol

Key Deliverables

1. Plan and execute optimal routes based on traffic, road works, safety, and timing constraints; adjust dynamically to changing conditions to ensure punctual arrivals for meetings and engagements.
2. Maintain daily vehicle readiness including cleaning, checks, and preventive maintenance scheduling to ensure reliability and safety.
3. Provide courteous executive transport for MD, EVP, and official guests, including baggage assistance and secure pick-up/drop-off protocols.
4. Adhere to defensive driving standards, HSSE guidelines, and risk-avoidance procedures during all journeys.
5. Deliver and collect sensitive documents (cheques, guarantees, board papers) while maintaining confidentiality and proper handover documentation.
6. Provide administrative and office logistics support including internal mail distribution, filing, and bid-pack processing.
7. Coordinate office access on weekends, supervise cleaning/maintenance contractors, and ensure office readiness for the workweek.

Expected Output

- Zero safety incidents and 100% on-time executive movements.
- Clean, roadworthy vehicle with no preventable downtime.
- Accurate, timely completion of document and banking errands.
- Reliable support to office operations with clear records and handovers.
- Clear, actionable site performance plans.

Qualifications

- Minimum of a Uganda Advanced Certificate of Education (UACE / A-Level)
- Valid driving permit for manual and automatic transmissions; defensive driving certification is an added advantage.

Experience

- More than 3 years' professional driving experience supporting executives or corporate operations, including route planning and coordination.



- Experience handling sensitive documents and office support tasks is an added advantage.

Competencies

- Time management and reliability under tight schedules.
- Strong customer service and interpersonal skills.
- Attention to detail, confidentiality, and professional conduct.
- Team player with proactive communication

Working Environment

The role is field-oriented with frequent movements across the city and visits to banks, offices, and company facilities. It requires strict adherence to HSSE, responsiveness to rapidly changing schedules, and coordination with Administration and Executive Offices to manage multiple tasks simultaneously.

Performance Metrics

- Territory On-time performance for MD/guest movements.
- Vehicle condition, preventive maintenance adherence, and incident-free records.
- Timeliness and accuracy of document/banking errands and internal distributions.
- Quality of office support, record-keeping, and stakeholder feedback