JOB DESCRIPTION / POSITION PROFILE

Driver

JOB TITLE	SALARY SCALE
Driver	MNSL 7
REPORTS TO	**SUPERVISES**
Administration Officer	Nil

Job Purpose

To provide safe and reliable transportation services for staff and official goods, and to ensure proper maintenance and cleanliness of assigned vehicles.

Key duties and responsibilities

01 Drives staff and official visitors to various destinations as directed.

02 Ensures the assigned vehicle is clean, fueled, and in good mechanical condition at all times.

03 Carries out routine vehicle inspections and reports any faults or maintenance needs promptly.

04 Maintains accurate records of vehicle movements using logbooks.

05 Ensures the safety of passengers and goods while in transit.

06 Complies with all traffic and safety regulations during driving.

07 Assists in loading and unloading official materials and documents.

08 Ensures security of the vehicle and its contents at all times.

Person specifications

Academic Qualifications

i. A Uganda Certificate of Education (UCE) or its equivalent.

ii. A valid driving permit with 3 classes

Working Experience

Two (2) years relevant working experience at similar level in a reputable organization.

Competencies

Technical	Behavioral
• Defensive Driving	• Reliability and Punctuality
• Vehicle Maintenance and Inspection	• Good Communication Skills
• Traffic Laws and Regulations	• Integrity and Confidentiality
• Logbook Management	• Courtesy and Professionalism
• Road Safety Awareness	• Ability to Work Under Pressure