

Job Title: **Driver**
Salary Scale: **NLGRB 7(a)**
Reports to: **Immediate Supervisor**

Job Purpose

To drive and maintain assigned vehicle in accordance with prevailing Board policies, regulations and guidelines.

Key duties and responsibilities;

- 1) Carry out daily vehicle maintenance checks and generate reports in line with the administrative guidelines;
- 2) Drive the vehicle for official duty and assignments.
- 3) Maintain and update record of vehicle movement logbook, insurance and license service card;
- 4) Report technical/Mechanical faults to the supervising officer/Transport officer;
- 5) Ensure cleanliness and safety of the assigned vehicle.

Person Specifications

(a) Academic Qualifications

- i. A Uganda Advanced Certificate of Education or its equivalent
- ii. Valid driving permit with at least classes B, CM and DL

(b) Work Experience

A minimum of 5 years' experience as a Driver in a reputable organization with a clean driving record.

(c) Added advantage

- Certificate in Defensive driving
- Training in Road safety

Competencies

i. Technical

- Demonstrated competencies in vehicle Driving
- Basic Motor vehicle maintenance
- Records and Information Management
- Abide with Traffic rules, regulations and guidelines

ii. Behavioral

- Communicating effectively
- Team work
- problem solving
- Ethics and integrity
- Results orientation
- Time Management