



ABOUT US:

Windle International Uganda (WIU) is an International Non-Governmental Organization managing Education programmes in refugee settlements in Uganda. WIU is the lead agency for education in 9 out of the 12 settlements, although we operate in all 12 settlements including Kampala.

Windle empowers refugees and people affected by conflict to achieve their academic potential and contribute to sustainable development by providing education and training opportunities. Our mandate is to expand access to, and improve the quality of education and training for refugees and communities affected by conflict, neglect or discrimination. We work in close collaboration with Government of Uganda through the Office of the Prime Minister.

With funding from UNHCR, WIU seeks to recruit a suitably qualified person to fill the following position:

POSITION: Driver

LOCATION: Field Based

JOB PURPOSE AND SCOPE OF THE WORK:

The main role of the Driver will be to drive the WIU Vehicle(s) assigned while following the relevant guidelines for Motor Vehicle usage and reporting at the assigned location.

He/ She will be expected to understand and apply the values outlined in the WIU Values Statement and exude commitment to WIU while giving support, respect and accountability while performing their day to day duties.

KEY DUTIES AND RESPONSIBILITIES:

- 👉 Carry a valid driving permit/license whenever operating a WIU vehicle
- 👉 Maintain the vehicle to at least the minimum cosmetic and mechanical standards
- 👉 While driving the vehicle, maintain the recommended speed limit according to the Road Regulations of the area and the right of use guidelines for the vehicle including parking time, speed guidelines and maximum vehicle capacity
- 👉 Follow the Road use guidelines and requirements at all times
- 👉 Conduct regular vehicle wellness checks to ensure that the vehicle is in proper working condition before use

- 🚗 Ensure the safety of cargo assigned to the vehicle at any one time; the driver will be held responsible for the safe delivery of any cargo on the vehicle he/she is driving
- 🚗 Ensure that all passengers follow the recommended safety guidelines for the vehicle, e.g. seat belts, no unauthorized passengers, endorse any log documents for trips as required, etc.
- 🚗 Maintain an updated log book at all times
- 🚗 Maintain all records of vehicle fuel used at any one time and duly submit these to the supervisor/responsible officer
- 🚗 Report vehicle damage, maintenance updates or irregularities to the supervisor immediately
- 🚗 Report Accidents involving the vehicle to Supervisor and to the Police Authorities as and when they occur
- 🚗 Maintain the cleanliness of the vehicle; ensure it is regularly washed and cleaned

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- 🚗 A Uganda Certificate of Education (UCE) from a recognized and registered school is required.
- 🚗 Possession of a Valid **Class DL or D1** Driver's permit and above is a **MUST** requirement
- 🚗 At least 2-3 years' professional driving experience is required
- 🚗 2-3 years' active experience in Field NGO operations or reputable organization is also a requirement.
- 🚗 Active prior experience in and understanding of refugee operations would be an added advantage
- 🚗 Relevant Driving certification.
- 🚗 Mastered use of manual vehicles.
- 🚗 Experience of working in rural terrain and ability to maneuver the most difficult bad roads.
- 🚗 Working technical knowledge of current protocols, operating systems, and standards
- 🚗 Basic Computer skills (Microsoft word, Excel, Email)
- 🚗 Good command of the English Language and ability to communicate effectively (written, verbally, non- verbally).
- 🚗 Team player; ability to work within a team dynamic to achieve and deliver shared goals



- ❖ Experience working within a fast-paced environment; ability to work under pressure and meet tight deadlines

How to apply

All applications should be submitted through the online link provided here <https://windleuganda.org/careers/> Any application not submitted through the online link provided shall not be considered.

Deadline for application is Tuesday 28th February 2023 at 5:00PM

Disclaimer

- ❖ Applicants must have no history of violation of children's rights or of Child abuse and sexual exploitation of any kind
- ❖ Windle International Uganda is an equal opportunity and a corruption intolerant employer. Women and persons with disability who meet the job requirements are encouraged to apply.
- ❖ No fee is charged at any stage of the recruitment process. All applications will be assessed strictly on individual merit
- ❖ No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- ❖ Whereas we actively welcome all applications; however, only shortlisted candidates shall be contacted for interviews.