

ABOUT US:

Windle International Uganda (WIU) is a registered INGO whose mission is to promote peace and development in communities through the provision and coordination of Education and training for Refugees and people affected by conflict.

Windle International Uganda is the lead partner of UNHCR in implementing Education Projects in Uganda with close collaboration with the Government of Uganda through the Office of the Prime Minister. With funding from UNHCR, WIU seeks to recruit a suitably qualified person for the following position:

POSITION: Driver

REPORTS TO: The Human Resource Administrator

LOCATION: Field Based

Scope of the work:

The Driver will support Field Operations by provision of reliable and secure driving services for staff, items and authorized persons.

Key Duties and Responsibilities:

The Job Holder will perform the following duties:

- ♥ Drive the vehicle to and from various activities and engagements around the Settlement and outside the region when authorized
- ♥ Ensuring that all passengers wear their seat belts at all times in the vehicle; ensure that goods in transit are safely secured and arrive at destination in proper condition
- ♥ Collecting and deliver mail/correspondence to Government Offices/ Partner Offices Commercial Establishments/UN Offices, etc. when called upon
- ♥ Ensuring that all immediate actions required in the Standard Operating Procedures are taken in case of involvement in accidents;
- ♥ Log official trips in the official log books;
- ♥ Prepare accurate accountability of Fuel used for submission to the responsible officer
- ♥ Comply with traffic rules and regulations as well as road security and safety awareness to enable safe on-time arrival for meetings.
- ♥ Day-to-day maintenance and upkeep of the assigned vehicle
- ♥ Provision of inputs to the Logistics and Fleet Officers for efficient preparation of the vehicle maintenance plans and reports;
- ♥ Keep track of insurance and applicable tax formalities.
- ♥ Administrative and clerical support: assist office staff in administrative tasks when called upon;
- ♥ Any other duties relevant to the position that may be assigned from time to time.

Qualifications: Education/Technical Skills and Experience

- ♥ A Uganda Certificate of Education (UCE) from a recognized and registered School is required.
- ♥ Possession of a Valid **Class DL** Driver's permit and above is a strong requirement
- ♥ At least 2-3 years' professional driving experience is required with active experience in Field NGO operations.

- 🇺🇬 Active prior experience in and understanding of refugee operations would be an added advantage
- 🇺🇬 Mastered use of manual vehicles
- 🇺🇬 Experience of working in rural terrain and ability to maneuver the most difficult back 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

Competencies

- 🇺🇬 Values: Integrity, Diligence, Professionalism, Cultural sensitivity and diversity:
- 🇺🇬 Organizational Awareness
- 🇺🇬 Demonstration of sound judgment and ability to work effectively with minimal supervision
- 🇺🇬 Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds
- 🇺🇬 Self-management and Emotional Intelligence
- 🇺🇬 Conflict Management skills

HOW TO APPLY:

- All interested applicants who meet the required competencies and wish to apply should visit our website at <https://windleuganda.org/careers/> for instructions on how to apply.
- Only applications submitted through the recommended link on the website will be accepted **from 12th January up to 25^h January, 2024 by 17:00hrs.**

NOTE:

- Windle International is an equal opportunity employer; Women and Persons with disabilities who qualify are encouraged to apply.
- Windle International Uganda does not charge a fee at any stage of the recruitment process. WIU will not be held responsible in the event that a candidate pays money to any person who claims to act on behalf of or for WIU. Report to the number [0800-111-428](tel:0800-111-428) or email wiu.integrity@windle.org if you are asked to pay a fee by any individual for this purpose.
- No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- WIU works with children and values takes seriously the responsibility to Safeguard her beneficiaries. Therefore, applicants must have no history of violation of children's rights or of SEA (Sexual Exploitation & Abuse) infractions or offenses.
- WIU also participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, the job applicant confirms his/her understanding of these recruitment procedures

