



## **JOB ADVERTISEMENT: DRIVER (1 POSITION ONLY)**

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of **DRIVER** for a new project called **Strengthening the Blood Pressure Care and Treatment cascade for Ugandans living with HIV-Implementation Strategies to Save lives (PULESA)**. This is a Kampala based position.

### **Job description**

- To provide safe, comfortable and reliable transportation for staff. This includes ensuring that safety belts are worn at all times, there is no smoking and alcohol consumption in the vehicle.
- To transport project supplies to various destinations as required
- To keep the vehicle in good mechanical and functional condition including but not confined to regular fueling, servicing and cleaning of the interior and exterior.
- Ensure maximum security of vehicle and its accessories
- Ensure safety of passengers and cargo
- Monitor condition and performance of vehicle and promptly report to supervisor any mechanical faults
- To perform regular preventive maintenance and minor repairs where possible
- Take vehicle for servicing as per mileage reading and repairs as directed by your supervisor
- Submit monthly reports on vehicle movements and mechanical conditions using a template provided by the supervisor
- To ensure that all required documentation for administrative use such as mileage, fuel usage and trip authorization tracking information is kept up to date at all times in the prescribed manner.
- To ensure that all dues are met in good time and/or regularly renewed e.g.

Comprehensive motor-vehicle insurance, parking fees, registration and licenses

**Qualifications and other desirables for the job:**

1. Diploma or Certificate in a related field or O&A level certificates
2. Basic training in Motor-vehicle mechanics
3. 3-5 years' progressive working experience in a similar setting with a valid driving permit.
4. Should be able to drive both manual and automatic vehicles
5. Defensive driving certificate is a must
6. Experience handling sensitive project supplies, samples, information,
7. Ability to work long hours and in a Team

**Email your applications to:**

The Human Resource Manager, Infectious Diseases Research Collaboration (IDRC)  
[HR@idrc-uganda.org](mailto:HR@idrc-uganda.org). Only electronic applications sent to the above email address will be accepted. This advert can also be found on: [www.idrc-uganda.org](http://www.idrc-uganda.org)

**ADDITIONAL IMPORTANT COMMENTS:**

- All applications must be submitted on or before 5:00pm, Monday 19<sup>th</sup> October 2020
- All application letters must be accompanied by the following documents (PDF & Word version only): Current CV with contact details of professional referees, Diploma/certificate in a related field, O&A level certificates and Defensive Driving Certificates only. **Please do not attach other certificates and documents.**
- Submission of incomplete or inaccurate documents will render the applicant ineligible for consideration for the job opening and applications cannot be amended after submission.
- Only email applications will be accepted.
- PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER