



JOB OPENING (DRIVER): 1 POSITION

The Infectious Diseases Research Collaboration (IDRC) with support from Malaria Action Plan for Districts (MAPD) seeks to hire one suitable candidate for the position of **DRIVER** to be based in Kampala with frequent travel to up country sites involved in the Malaria Action Plan for Districts (MAPD) program

Duties and Responsibilities:

The Drivers will perform the following roles:

- Drive Project motor vehicle and staff to study sites, as instructed
- Carry out daily routine checks on the vehicle before driving out
- Ensure maximum security of vehicle and its accessories under their charge
- Ensure safety of passengers and cargo under their charge
- Monitor condition and performance of vehicle and promptly report to supervisor
- Carry out minor repairs and adjustments on the vehicle, and maintain its cleanliness
- Take vehicle for servicing as per mileage reading and repairs as directed by your supervisor
- Maintain a log of vehicle movements for the vehicle assigned to you
- Submit monthly reports on vehicle movements and mechanical conditions using a template provided by the supervisor

Qualifications and other desirables

1. Diploma level and A Level certificates but O' level certification could be considered depending on years of work experience
2. Minimum of at least 3 years of professional driving experience in both town and upcountry settings.
3. Should have a valid driving permit
4. Should be able to drive both manual and automatic vehicles
5. Defensive driving certificate is an added advantage
6. Experience handling sensitive project supplies, samples, working in hard to reach areas and working long hours.

How to apply:

Typed letters of application together with current CV, plus copies of academic certificates should be delivered to:

**The Human Resource Manager
Infectious Diseases Research Collaboration (IDRC),
P. O Box 7475, Kampala, 2C Nakasero Hill Road OR
IDRC Tororo Office at the Tororo District Hospital OR
IDRC Mbarara Office Opposite Lake View Hotel OR
IDRC Mbale Office on Plot 35 Masaba Road OR
IDRC Busia Office at Masafu General Hospital OR**

**IDRC Fort portal Office Kagote Division, Kabafumu Road OR
IDRC Jinja Bugembe Office next to Uganda Prisons.**

Applications can be submitted to HR@idrc-uganda.org. This advert can also be found on the IDRC website www.idrc-uganda.org and all social media sites.

ADDITIONAL IMPORTANT COMMENTS: Please note that failure to comply with the below will render your application invalid for this process.

1. All applications must be delivered on or before **5:00pm, Friday 22nd December 2017.**
2. All applications must be accompanied by the following at the time of submission:
 - a) Current CV (Use Word or PDF format only for email submissions; photos are not allowed).
 - b) Typed letters of application (Use Word or PDF format only for email submissions; photos are not allowed)
 - c) The contact details of three work related referees
 - d) Copies of academic certificates (Use Word or PDF format only for email submissions; photos are not allowed):
3. If you are applying by mail, PLEASE ENTER YOUR NAME & THE NAME OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
4. Submission of incomplete or inaccurate documents will render that applicant ineligible for consideration for the job opening.
5. Applications cannot be amended following submission.
6. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.