

Career Opportunity at CARE International in Uganda

About CARE International

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to the dignity of people. CARE works around the globe to save lives, defeat poverty and achieve social justice. We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. We put women and girls in the centre of our work because we know that we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for 50 years and in 2019/2020, we improved the lives of 2.6 million people (60% women). Our goal for the next five years is to reach ten million people, through our gender transformative, resilience building, and lifesaving programs.

CARE International in Uganda seeks to recruit highly motivated and qualified Drivers to be deployed on call as and when required in its different operational areas in Uganda. Interested candidates MUST be residents of these particular districts.

Job Title: "On call Drivers /Roster".

Location: Kampala, Gulu, Arua, Agago, Amuru, Lamwo, Kitgum, Adjumani, Yumbe, Moyo, Kotido, Fort Portal, Kyangwali and Kikuube

Supervisor: Field Operations Coordinator

Job Summary

The primary role of the on call driver(s) is to provide logistical support to the various CARE offices in Kampala, Gulu, Arua, Agago, Amuru, Lamwo, Kitgum, Adjumani, Yumbe, Moyo, Kotido, Fort Portal, Kyangwali, Kikuube and any other place in Uganda, whenever called upon, by driving assigned cars and keeping them in good condition and ensuring safety of assigned passengers and or materials in transit. He / she will work closely with the Field Operations Coordinator in the relevant sub offices to ensure that support is provided to the assigned CARE staff and or partners.

Responsibility 1: Maintaining CARE vehicles in good condition.

- i. Maintaining the assigned CARE vehicles in good condition by checking that all the parts that are supposed to be serviced are well maintained and checked regularly to avoid break down of the vehicles.
- ii. Checking that the service of the vehicles is well monitored to ensure that the vehicles are serviced in time.

- iii. Ensuring that any accidents or damages to the car are reported quickly so that they can be fixed as soon as possible.
- iv. Ensuring that the vehicles have the right kits and tools at all times.
- v. Ensuring that the vehicles are always cleaned and hygiene is maintained including stocking them with tissues and sanitizers as and when required.

Responsibility 2: Documentation while executing CARE duties.

- i. Log all movements from start to end of the journey as well as fuel top ups on the log sheets provided by CARE.
- ii. Keep good custody of items transported from one place to another and ensure Waybills are correctly filled and handed in on delivery of items.
- iii. Carry out weekly vehicle inspection and maintain proper documentation of the same on the weekly checklist, which will be tracked by the CARE logistics officer for maintenance purposes.

Responsibility 3: Adhering to the CARE Safety and security regulations.

- i. Be vigilant to ensure that he / she is following the road safety guidelines and respecting the speed limits to avoid accidents.
- ii. The driver also has the responsibility of respecting the CARE policies in regard to movements of vehicles. He/she should adhere to them and ensure that they are respected.
- iii. Ensure that all staff moving are following the set regulations by wearing safety belts and ensure right number of passengers is on board.

Responsibility 4: Promote Gender Equity and Diversity and Safeguarding Practices

- Practice a behavior consistent with CARE's core values, and promotion of gender equity and diversity goals;
- Plays a leadership role in identifying and implementing initiatives that enhance CARE's commitment to gender and diversity.
- Ensure that CARE Safeguarding policies and procedures are adhered to by all and the staff that S/he supervisors both directly or indirectly
- Ensure that staff and related personnel under your jurisdiction are familiar with the following organizational policies and procedures and can identify when needed how these may have been breached; The CI Safeguarding policy, Protection from Sexual Harassment, Exploitation and Abuse and Child Abuse, The anti-discrimination and harassment policy, The code of conduct and the organizations Values.

Responsibility 5: Any other duties assigned from time to time

- Any other duties incidental to the role or assigned by supervisor.

WORKING CONDITIONS

The driver will be based in his home area and shall work only when called upon. However, travel to other areas in Uganda with overnight stays should be expected.

EDUCATIONAL QUALIFICATIONS:

- Uganda Certificate of Education
- **Valid driver's license with Classes A, B, CM, DL**
- A qualification in mechanics is desired
- A 'level Certificate and any other relevant qualification will be an added advantage

JOB RELATED EXPERIENCE AND KNOWLEDGE:

- 1-5 years driving experience in a medium sized organization
- Defensive driving experience for risk management
- Knowledge of Ugandan Traffic Laws and regulation
- Effective verbal, presentation and listening communication skills
- Excellent interpersonal and teamwork skills.
- Ability to maintain composure at all times.
- Computer knowledge is preferred
- Knowledge of local language and familiar with the local context in operational area.

REQUIRED COMPETENCIES

- Customer Focus
- Integrity and Trust
- Drive for Results
- Cross Culture Agility
- Cross Cultural Sensitivity

Application Procedure:

Candidates who are interested in the above jobs should submit updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees **only** through our recruitment email ugarecruitment@care.org ***clearly indicating the job title and the preferred location in the email subject.*** CVs will be received until the ***Friday 4th, December 2020.*** ***Please note that when you are successful for the above position, CARE will need certified copies of your academic documents.*** For any questions please call our office on **0312258100/150**

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER.

Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process.