



## Job Advertisement

Location : Kampala Office  
Application Deadline : 10-June-22 (19:00HRS)  
Type of Contract : Service Contract  
Post Level : Middle  
Starting Date : 16-June-2022

Duration of Initial Contract: 8 months

### Back ground

Uganda Child Rights NGO Network (UCRNN) is a coalition of child focused organizations including community based, national and international organizations working for the welfare and the rights of children in Uganda. UCRNN envisions a society where children's rights are realized and exists to promote a coordinated action for the promotion and protection of children's rights in Uganda.

Established in 1997 to spearhead the writing of the NGO Alternative report to the Government of Uganda Report to the UN Committee of Experts on the Rights of the Child, UCRNN has over the years expanded its membership and scope of programs to include collective advocacy, research and capacity building.

### Safeguarding:

UCRNN is an organization that make sure their employees, operations, and programs do no harm to children, young people, and adults at risk, meaning they do not expose them to the risk of discrimination, neglect, harm, and abuse, and that any concerns the organization has about their safety within partners and the communities in which they work, are reported to the appropriate authorities.

It is also the responsibility of UCRNN for protecting its employees and volunteers when they are vulnerable or at risk of harm or abuse.

### Job Title: Driver

**Reports to:** Administrative Assistant

### Major Responsibilities

- Ensure safety of all passengers and property while providing transportation services;
- Maintain cleanliness of assigned vehicle;

- Perform daily inspections of vehicles and maintain accurate vehicle logs to record fuel consumption, mileage, repairs and other reports as required;
- Inform the Finance and Administration manager, in writing, in a timely manner of all accidents, breakdowns, mechanical failures, faulty equipment or suspected defective or malfunctioning equipment;
- Be capable of providing minor mechanical services to the vehicle;
- Understand and be capable of providing first aid, including CPR in the event of an accident;
- Strictly adhere to organizational and donor policies and procedures and be capable of informing other staff of policies;
- Strictly follow Ugandan law in terms of transportation regulations (seatbelt usage, licensing, procedures to report accidents);
- Ensure vehicles are used for project purposes only and any irregularities or misuse is reported;
- Maintain professionalism and confidentiality during working hours;
- Assist Activity staff with management of logistics during trainings and workshops;
- Provide transportation and logistics services for project activities; and
- Carry out other tasks as assigned.

### **Qualifications**

- Valid driver's license with a clean record;
- At least 5 years of experience working as a driver, experience with a donor-funded project is preferred;
- Previous training in defensive driving is a requirement;
- Knowledge of basic auto repair/mechanics;
- Good interpersonal skills and professionally interact with partners and clients;
- Ability to communicate in English; and
- Reading and writing skills to complete administrative tasks and perform other duties

### **APPLICATION PROCESS:**

Candidates should submit application to: Executive Director, Uganda Child Rights NGO Network and send to [admin@ucrnn.net](mailto:admin@ucrnn.net). Please use subject heading: Ref: Driver UCRNN.