

LINK COMMUNITY DEVELOPMENT INTERNATIONAL



Job Title	Driver & Project Assistant
Hours	Full-time
Accountable to	Finance and Administration Manager
Location	Kampala, Uganda; with travel within Uganda

ABOUT LINK COMMUNITY DEVELOPMENT

Link Community Development Uganda (Link Uganda) works to improve access to and the quality of education in Uganda. Since 2000, we have delivered community-based school improvement projects focused on those suffering the highest economic, social and educational marginalisation. We work closely with the Government of Uganda, have delivered our innovative School Performance Review in over 500 schools and have supported teacher training in local languages. Our ambitious new programme is exploring the current Ministry of Education school improvement processes and will contribute to the development of a strategy for future design.

Link Community Development is a family of organisations working in Uganda as well as Malawi, Ethiopia, Rwanda and Ghana. Link Community Development International, based in the UK, provides support with programme and finance management, governance, communications and fundraising.

JOB PURPOSE

- To operate Link Uganda vehicles safely and in accordance with Link Uganda Policies and Procedures as well as with Ugandan law
 - To drive Link Uganda staff as and when required
 - To assist other project staff in the delivery of the Link Uganda programme.
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INDICATIVE AREAS OF KEY RESPONSIBILITIES

- Providing driving services for Link Uganda staff and others involved with our projects
 - Transporting Link Uganda guests to and from airports, major towns and cities
 - Receiving and delivering of goods to project areas and/or anywhere else
 - Processing and/or handling of minor procurement
 - Providing administrative and clerical support during implementation of programme activities at all levels
 - Handling simple bureaucratic processes such as paying utility bills, processing the annual vehicle inspection, processing of annual vehicle & road tax
 - Checking basic maintenance (oil, coolant, water, tyre pressure, battery water) regularly
 - Maintaining a daily log of all trips, mileage and fuel consumption for monthly checking by line manager
 - Completing information required for monthly vehicle reports to be submitted to line manager
 - Ensuring that all incidents (major or minor) are reported to the Programme Manager immediately
 - Ensuring that vehicles are taken to the garage in good time when faults emerge
 - Ensuring that vehicles are clean at all times
 - Any other duties as instructed by line manager
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PERSON SPECIFICATION

ESSENTIAL EXPERIENCE AND QUALIFICATIONS

- At least A level certificate
 - A genuine Uganda driver license (Classes A, B and C) and clean driving record
 - At least 5 years' driving experience of manual operated vehicles
 - At least 3 years' experience of driving in Kampala
 - Experience of driving up-country (including murrum roads in rainy season)
 - Experience working with different groups and nationalities of people
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ESSENTIAL SKILLS AND ATTRIBUTES

- Ability to drive manual operated vehicles
 - Basic mechanical skills
 - Defensive driving skills
 - Good command of English (spoken and written)
 - Pleasant, social, hardworking, with good interpersonal skills and spirit of team work / building
 - Disciplined and good mannered
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APPLICATION NOTES

- Please send a completed **APPLICATION FORM** and **Equal Opportunities Monitoring Form** to Cordelia@lcd.org.uk with the subject line "Driver & Project Assistant Application"
 - The Application Form and Equal Opportunities Forms are available here: <http://www.lcdinternational.org/jobs-volunteering>
 - The closing date for applications is **5pm on Friday 9th February 2018**
 - Only shortlisted candidates will be contacted
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