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## **JOB DESCRIPTION**

**Position title:** Driver - European Union (EU) Energy project

**Reports to:** Finance and Administration Officer

**Location:** Kasese

**Grade:** A1

**I. Mission of the Department:** To ensure the development and implementation of the WWF Uganda EU Energy strategy to the highest standards.

### **II. Role Definition:**

To provide full time driving and vehicle maintenance services to projects in line with the WWF UCO guidelines.

### **III. Key responsibilities:**

1. Drives office vehicles for transporting of authorized personnel, delivery and collection of mail documents and other items to a required destination and back in line with WWF vehicle usage guidelines.
2. Operate and park vehicles with maximum security of supplies to minimize losses and damage to organizational property while in transit according to the Traffic regulations and the WWF vehicle usage policy.
3. Maintain the assigned vehicles, renews the road license and vehicle insurances, perform minor repairs and ensure that the vehicle is kept clean in line with WWF administrative guidelines.
4. Maintain trip movement records; logging official trips, daily mileages, fuel consumption, oil changes greasing, etc in the log books in line with WWF vehicle usage guidelines.
5. Collect and delivers mail and other communications from and to the required destinations in line with office management guidelines.
6. Prepare and packs materials received for dispatch, affixes labels, inserts material in envelopes and outgoing mail in line with office management guidelines.
7. Provide basic office support to the receptionist through; photocopying documents for staff, handling of in-coming/out-going phones, screening of visitors in line with office management guidelines.

### **IV. Profile**

#### ***Required Qualifications***

1. O-Level School Certificate with a clean driving record; training in Defensive Driving is an added advantage;
2. Possession of a valid driving license for the required classes of vehicles;
3. Ability to speak and write in English and a local language;

4. Accident-free driving record.

### **Required Skills and Competencies**

1. Excellent interpersonal skills;
2. A good team player;
3. Capable of assessing risk and judiciously taking correct action (Defensive driving certificate);
4. Ability to work long hours and in difficult terrain;
5. Minimum of 5 years' driving experience in a reputable NGO;

### **Relationships**

**Internal:** Interacts and works closely with the Project Manager, project staff and core office administrative staff.

**External:** Interacts as required with governmental institutions, Civil Society Organizations, and other stakeholders, in collaboration with the Project Management

**This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff.**