



LINK COMMUNITY DEVELOPMENT UGANDA

Job Title	Driver & Project Assistant
Full- time	One-year renewable contract
Accountable to	Finance & Administration Manager
Location	Kampala, Uganda with travel within Uganda

ABOUT LINK COMMUNITY DEVELOPMENT

Link Community Development is a family of not for profit organizations working together to transform education for children and communities across impoverished rural areas of Ethiopia, Ghana, Malawi, Rwanda and Uganda. Since our foundation in 1995 we have worked in 3,000 schools and improved the lives of over two million children through unique and effective school improvement models. We guide governments and educators to adopt low-cost solutions to improve learning and support for children, with a focus on literacy, numeracy and inclusion for the most marginalized children.

Through a partnership delivery model which embeds piloting and learning within local systems, we influence changes to policy, practice and accountability on a national scale, and our interventions are regularly adapted and replicated by governments and NGOs in new countries and contexts.

Link Community Development believes that a child, vulnerable adult or person at risk should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of all and protects them from harm. We have a zero tolerance approach to any harm to or exploitation of a child or vulnerable adult by any of our staff, representatives or partners.

Link Education International (Link), based in Edinburgh, Scotland supports all project, M&E, fundraising, finance and governance activities in our five sub-Saharan partner countries.

JOB PURPOSE

The role of Driver/Project Driver is a position that provides effective support to programme implementation, programme operational support services and will be directly working under the guidance and leadership of the Finance and Administration, with direct assignment by the Programme Manager and Programme Director for matrix operational support requirements as will be communicated from time to time, this will aid efficient achievement of the organizational objectives and project goals. He/she will support Link Community Development Uganda in working in a pivotal yet dynamic role of supporting routine programme work aimed at aligning requirements of deliverables to the changing context and deliver quality basic education programmes. He/she is required to plan, implement and report on operational requirements as part of achievement of project goals, objectives and interventions using appropriate tools, policy implementation, guidance and maintenance of logistical requirements.

The Driver / Project Assistant is a critical support function in support of driving staff for the programme activities and supporting with logistics and operational assignments in the field as well as Programme work. He/She will implement the operational work by being part of the planning to drive staff to and fro the field, follow up on administrative aspects in the field, be part of registration during workshops, entering MEAL data under the guidance of the Programme Manager, participate in the work plans, manage vehicles, maintaining documentation which reflect usage like mileage, insurance, accident, repair works, reporting and ensuring the vehicles are clean.

The Driver/ Project Assistant supports the Programme Manager in implementation of Authorized Programme. Decisions that require consultation with the supervisor/ Programme Director include major operational decision, policies/procedural changes and financial decisions.

INDICATIVE AREAS OF KEY RESPONSIBILITIES

- Be the person incharge of Driving Link Staff and approved visitors to project sites and activities. As well as other movements to and fro airports, major towns and cities.
- Receiving and delivering goods and documents/ parcels 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 like checking mail box as well be agreed, deliver payment documents and pick up supplies, processing the annual vehicle inspection, vehicle insurance and parking fee.
- Checking basic maintenance (oil coolant, water, tyre, pressure, battery water regularly.
- Maintaining a daily log of all trips, mileage and monthly fuel consumption for reports for submission to your line manager.
- Completing monthly vehicle reports to be submitted to the line manager.
- Ensuring that all incidents (Major or minor) are reported to the Line Manager in the Link reporting documentation
- Ensure all service requests are detailed and reports presented for approval before these are completed for link Vehicles.
- Ensure that vehicles are taken to the garage in good time upon approved documentation and reporting of the faults whenever they emerge in a timely manner.
- Ensuring the vehicles are clean at all times
- Any other duties as instructed by the line Manager

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE AND QUALIFICATIONS

- At Least A Level certificate

- A genuine Uganda Driver's License (Classes A, B and C) and clean driving record
- At least 5 years driving experience in Uganda
- At Least 3 years' experience of driving in Kampala
- Experience driving up country (including murrum roads in rainy season)
- Experience working with different groups and nationalities of people

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, time keeper, good interpersonal skills and spirit of team work/ Building.
- Able to work in and with teams as well as deliver on work expectation with commitment and prioritization
- Communication abilities – timely and effective.
- Disciplined and good mannered
- Remarkable knowledge of 4-wheel drive.

Application notes

Please send complete Application Form and Equal Opportunities Monitoring form to lcduganda@lcduganda.org or agnes@lcduganda.org with the subject line '**Driver & Project Assistant Application**' Application form and Equal Opportunities are available on <http://www.linkeducation.org.uk/work-with-us>. The closing date of the application is **5pm on 9th February 2021**. Only shortlisted candidates will be contacted.