



THE REPUBLIC OF UGANDA

Project	UGANDA CLIMATE SMART AGRICULTURAL TRANSFORMATION PROJECT (P173296)
Sector	MINISTRY OF AGRICULTURE ANIMAL INDUSTRY AND FISHERIES (MAAIF)

JOB DESCRIPTION FOR RECRUITMENT OF THE PROJECT DRIVERS

Number: Fifteen (15)

Period: 2 year

A) Background

The Government of Uganda has received funding from the World Bank towards financing a six (6) year Uganda Climate Smart Agricultural Transformation Project (UCSATP). The overall Project Development Objective is to ‘Increase productivity, market access and resilience of selected value chains in the project area (69 districts) and to respond promptly and effectively to an eligible crisis or emergency’. The Project is implemented by the Ministry of Agriculture Animal Industry and Fisheries (MAAIF).

In order to support the effective and efficient overall management and implementation of project, MAAIF seeks to recruit the services of competent and skilled Ugandans to support Project Implementation as drivers.

B) Objective of the Assignment

To drive and maintain the project vehicles in accordance with the MAAIF fleet management policy guidelines and as directed by the supervising officer.

C) Main Duties

The main duties of the Driver will be;

- a) Driving & Safety: Drive safely and courteously, adhering to all traffic laws, speed limits, and company safety requirements. Ensure passengers also follow safety measures like wearing seat belts and also ensure safe custody of the vehicle.
- b) Vehicle Maintenance: Conduct daily vehicle checks, ensure the vehicle is in good working condition, perform minor maintenance, and report any issues or needed repairs to the supervisor. Maintain the vehicle's cleanliness.
- c) Record Keeping: Maintain a vehicle logbook or journey log sheets to record daily mileage, fuel consumption, services, and trip details. On a daily basis, update and maintain the vehicle logbook and submit monthly status reports to the designated supervisor.

- d) Keep safely all fuels and lubricants receipts and records for easy accountability.
- e) Ensuring that the vehicle is regularly maintained and cleaned.
- f) Drive the project vehicle during assigned official duties and hours and ensure proper parking of the vehicle while not on duty and not used for personal business.
- g) Perform other related duties as required by the supervisor

D) Qualifications

1. Experience and Competencies

- a) A Uganda certificate of education (UCE) with at least four passes including in English language.
- b) Valid driving license with B, D classes
- c) At least minimum of (05) five years of driving experience in a reputable organisation, government or World bank Funded Projects
- d) Must have passed competency driving test by Ministry of Works and Transport.
- e) Training in motor vehicle mechanics is an added advantage.
- f) Any other training like defensive driving, safety, fire protection, etc.
- g) Able to work under minimal supervision and be proactive and initiative.

2. Competences

- a) Effective time management skills.
- b) Excellent interpersonal skills.
- c) Good communication skills.
- d) Ability to perform multiple tasks and work under pressure with a wide range individuals and institutions.
- e) Maintenance of confidentiality at all times.
- f) Good driving record references.
- g) Proactive, takes ownership, mature, flexible personality
- h) Good record on ethics and integrity.
- i) Team player and good people skills.
- j) Good public relations and Customer care.
- k) Good Time Manager.

E) Deliverables

- Project authorized Officers transported on duty.
- Well maintained project vehicle.

F) Reporting

The drivers will report to Project Administrator, UCSATP

G) Duration of the Assignment

The assignment shall be for a period of 2 years subject to probation period of 6 months, and renewable subject to satisfactory performance and availability of funds.

H) Application procedure

All candidates should send their written applications with copies of academic credentials, testimonials and detailed Curriculum Vitae (CV) indicating contact details of (03) referees addressed to;

The Permanent Secretary,
Ministry of Agriculture, Animal Industry and Fisheries,
and hand delivered to the
Ministry Procurement Unit located at Plot No.14 Lugard Road Entebbe,
P. O. Box 102,
Entebbe, Uganda

Note: Only shortlisted candidates will be contacted.

Cost implications

The following are the cost implications for the recruitment of Drivers

Salary and benefits

Drivers will receive a salary structure equivalent to MAAIF/Projects appointed drivers, inclusive of;

- Basic monthly salary
- NSSF contribution (10% employer + 5% employee share)
- Field per diem rates (as per GoU Rates) based on the field activity.
- Annual Medical Insurance including up to 4 dependants

The following cost factors per driver and office administrator will apply

Cost Item	Monthly (UGX) Estimated	Total Annual per driver (UGX) Estimated pay	Total Annual per driver (USD) Estimated pay	Notes
Basic Salary	2,500,000	30,000,000	7,853.4	Aligned to project driver salary scale
NSSF Contribution (10%)	250,000	3,000,000	785.34	Employer contribution
Annual Medical Insurance (4 dependants)	-	5,730,000	1,500	Annual medical insurance cover
Total		38,730,000	10,138	
Other Allowances (e.g. per diem for travel)	As per GoU rates			Based on field duty