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**JOB DESCRIPTION**

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| **Job Title:** | Part Time Driver  |
| **Company:** | Self Help Africa |
| **Department:** | Finance and Administration |
| **Reports to:** | Senior Administrator |
| **Job Purpose:** | The purpose of the job is to drive staff and to manage the project vehicle for Self Help Africa |
| **Duty Station:** | Kabale |
| **Project****back ground**:  | Self Help Africa (SHA) in partnership with African International Christian Ministry (AICM) and the District local governments of Rubanda and Kabale are implementing a project on Striking a Balance: Developing a green economy around the Lake Bunyonyi basin. The partners committed to improve household disposable income and access to sufficient food for the targeted beneficiaries. The project is being implemented in two Districts. |
| **Results Areas:** | **Responsibilities and Activities** |
|  | * Drive the project vehicles with strict adherence to local traffic laws and in accordance to project rules and regulations pertaining to vehicles
* Transport project staff and materials in Kabale, Rubanda District and other regions
* Maintain the vehicle in a satisfactory condition, including weekly cleaning of the interior and exterior and periodic (quarterly) cleaning of the motor and chassis.
* Ensure that tyres are in good working conditions at all time, and that spare tyre is in good condition
* Ensure that vehicle usage log is updated on a daily basis and submitted on a monthly basis.
* Ensure that fuel consumption report is submitted as required.
* Ensure regular maintenance of the vehicle, and that fluids (water, oil, fuel, washer liquid, etc.) levels are at required levels
* Check on vehicle comprehensive and 3rd party insurance
* Ensure that vehicle comprehensive and 3rd party insurance are valid.
* Report any apparent malfunction to the Supervisor.
* Report any damage or accident to the Supervisor immediately.
* Ensure that the vehicle is safely parked and locked when not in use.
* Carry out project errands as required.
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| **Qualifications/****Other Requirement:** | * Must possess a UCE certificate
* Should have 5 years driving experience with preferably Non-Governmental organisations
* English Language proficiency and the local language (Rukiga/ Runyankole)
* Must possess a valid driver’s license with preferably classes B and CM
* Should have basic computer knowledge (Microsoft Word and Excel)
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| **Skills & Abilities:** | * Knowledge of driving rules and regulations and skills in minor vehicle repairs. Knowledge of email, telephone and other applications.
* Trustworthy, high sense of responsibility, alertness; physical fitness on duty, emotional stability, neat and courteous.
* Good knowledge of the Project activity areas and the current conditions of roads and highways.
* Ability to deal patiently and tactfully with people of different national and cultural backgrounds.
* Flexibility to fit into often changing priorities
* Ability to fluently communicate in both verbally and written language(s) applicable to project requirements
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This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.

This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Self Help Africa is committed to equal employment opportunities