

ESTABLISHMENT CIRCULAR NO. 5/2019

ADVERTISEMENT OF VACANT POSTS

1. Job Title : **Driver**
Reports to : **Immediate Supervisor**

(a) Person Specifications

(i)Qualifications

- Uganda Certificate of Education (UCE) with a pass in English Language.
- Uganda Advanced certificate of Education.

(ii) Competences

- Basic Knowledge of mechanical and vehicle maintenance.
- Clean driving record.
- Public Relations and Customer Care.
- Time Management.
- Flexibility, Valid Driving Permit of Class A or DL, Class B is the minimum.
- Must have three (3) years of driving experience.

Job purpose

To drive and maintain the Inspectorate of Government vehicle in accordance with the transport policy as directed by the supervising officer.

Key Functions

- Drive vehicles for official duty and assignments.
- Carryout basic maintenance and cleanliness of the vehicle.
- Report major technical and mechanical faults to the supervising officer.
- Maintain basic records regarding the vehicle as instructed.
- Ensure the safety of the passenger and of the vehicle while on duty.

Key Outputs

- Vehicles driven as assigned.
- Basic maintenance and cleanliness of the vehicle carried out.
- Major technical and mechanical faults to the supervising officer reported.

- Basic records regarding the vehicle as instructed maintained.
- Safety of the vehicle while on duty ensured.

(b) Remuneration and benefits:

- The position is placed in the IG's salary scale IG-8.

NOTE:

Typed application should bear the title of the post applied for with the applicant's curriculum vitae and copies of academic or professional testimonials and valid driving permit attached.

Only those who meet the requirements of the post will be shortlisted.

All applications should reach the office of the Secretary to the Inspectorate of Government by close of business on April 2, 2019.

Rose N. Kafeero

Rose .N.Kafeero

SECRETARY TO THE INSPECTORATE OF GOVERNMENT