



Job Description for the Project Driver

Job title: Project Driver

Reports to: Human Resource Officer

Job role: To provide secure and timely driving services mainly for projects. Deliver items to NUCAFE clients/stakeholders such as the bank, suppliers as may be requested. Assists with postage and with pick up of office purchases, items and any other tasks required by secretariat staff from time to time.

Duties and Responsibilities

- Drive personnel and equipment to locations in Uganda for Coffee and other activities.
- Maintain company vehicles, keep accurate records for vehicle issues, including fuel, mileage, and trip logs, and schedule routine maintenance and cleaning.
- Observe all company vehicle utilization policies and in country traffic laws.
- Perform daily errands such as collecting and delivering items purchasing items for the office, and refueling the vehicles on an as-needed basis
- Transport staff for implementation of activities
- Maintain the cleanliness of the vehicle both inside and out. Ensure that the first aid kit is in place and stocked at all times.
- Assist in routine office chores when necessary such as photocopying, binding, filing, moving furniture, answering telephones, sending faxes, and cleaning the office premises
- Carry out routine monthly service of the vehicle, including oil changes and general service.
- Complete the vehicle log book on a daily basis, recording all travel and requiring staff transported to sign, and submit to Human Resource officer for review and approval on a weekly basis.

- Provide driving services for specific tasks from the Executive Director, management and staff at the secretariat
- Any other duties as assigned by the Human Resource Officer

Core Values

- Coffee Knowledge
- Professionalism
- Integrity
- Compassion
- Etiquette
- Exceptional time management

Minimum Qualifications:

Required Experience & Qualifications

- An O level certificate and a valid driving permit with classes B and CM as added advantage
- Defensive driving training.
- At least 3 years driving experience will be an added advantage.

Working environment

Duty station: Namanve Kiwanga and NUCAFE secretariat