



**UGANDA JOINT CHRISTIAN COUNCIL**  
**Vacancy Announcement**

<b>Job Title:</b>	Project Driver
<b>Location :</b>	UJCC Head Office Block 15 Gogonya Bypass – Nsambya, Kampala
<b>Application Deadline :</b>	28 <sup>th</sup> June 2019
<b>Type of Contract :</b>	Service Contract
<b>Duration of Initial Contract :</b>	One year and six months fixed contract
<p><b>Purpose of the Job:</b> To provide secure and timely driving services to transport passengers and/or goods. Deliver payment transfers to the bank and/or the suppliers, assist with postage and with pick up of office purchases, including flight tickets and any other tasks required by Head of Administration or his/her substitutes. Act as a backup for the Receptionist and assist with meeting room re-arrangement for various meetings/events.</p>	
<p><b>A. Background</b></p> <p>Uganda Joint Christian Council is a faith based ecumenical organization that was established in 1963 and registered as a trustee under the trustees’ incorporation Act. Its current membership comprises the church of Uganda, the Roman Catholic Church and the Uganda Orthodox Church, which together constitute about 78% of Uganda’s population. UJCC was established after Uganda’s independence in 1962 at a time when the country was undergoing a transition politically, economically and socially. Uganda Joint Christian Council (UJCC) is an associate and affiliated to All Africa Conference of Churches (AACC) and the World Council of Churches (WCC).</p> <p><b>Vision:</b> A world where Christians jointly witness to bring about integral transformation</p> <p><b>Mission:</b> The mission of UJCC is to promote consensus among Christians in Uganda to uphold Christian values and address issues of socio-economic justice and other matters of concern through joint research, advocacy and networking.</p> <p>UJCC strategic plan (2018-2023) focuses on key priority areas: a) Ecumenism &amp; Interfaith b) Social protection c) Peace building &amp; humanitarian support, c) Good governance and d) Institutional capacity building</p> <p>With funding DGF, UJCC is supporting two Local Governments in Lango Region (Lira and Amolatar Districts) in strengthening their capacity develop and implement Gender and Equity responsive plans and budgets in line with the Public Finance Management Act (2015) and to ensure that government laws, policies and regulations are implemented effectively in the local governments. For this reason, UJCC is inviting applications from qualified Ugandans of high integrity and professionalism to fill the position of Project Driver at the Secretariat in Kampala with regular travels to the project areas.</p>	
<p><b>B. Duties and Responsibilities</b></p> <p><b>1. Transport of persons, goods and / or documents</b></p> <ol style="list-style-type: none"> <li>a) Provide transportation for UJCC staff and visitors</li> <li>b) scheduling and registering transportation requests</li> <li>c) Deliver correspondence and assist in processing various permits (such as airport pass etc.)</li> <li>d) Facilitate airport pick-ups for visitors and transportation during official visits</li> </ol>	

## **2. Service vehicle maintenance management**

- a) Schedule vehicle examination for service and apply for the renewal for the vehicle license
- b) Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition
- c) Ensure sound running of the vehicle assigned and arrange minor repairs where necessary
- d) Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside
- e) Keep track of timely car insurance renewals
- f) Maintain log book of the vehicle on daily basis and update monthly mileage records

## **C. Competencies**

1. Being well-organized and systematic
2. Careful, accountable, responsible and punctual
3. A team player
4. Willingness to work long and irregular hours and on public holidays as required
5. Willing to take regular and extensive travel to project areas
6. Commitment to the aims of UJCC
7. Knowledge and Understanding of transportation laws
8. Good knowledge about car mechanics
9. Good communication skills

## **D. Required Skills and Experience**

1. Minimum of Uganda Advanced Certificate of Education (A-level certificate)
2. Valid driving license with minimum of CM class
3. Minimum 5 years' experience as driver with good driving record
4. Experience with driving a four wheel driver manual vehicle
5. Experience with driving to remote locations on project field trips and driving off the road in difficult conditions
6. Computer literacy and familiar with software packages under Windows and Email

To apply for this job, please hand deliver your application to **Uganda Joint Christian Council Secretariat Office at Plot 1554, Block 15 Gogonya Bypass – Nsambya, P.O Box 30154, Kampala, Telephone: +256-414-580-088**. Applications should be addressed to the **Executive Secretary, Uganda Joint Christian Council**. The deadline for receiving applications is 5:00 PM 11<sup>th</sup> July 2019.