
Title: Driver

Positions: 1

Reporting to: Operations Coordinator

Contract duration: 1 year

Duty station: Head Office

About Teach For Uganda

We are an indigenous nonprofit organization that nurtures leaders who advance access to quality education for children in low-income communities in Uganda through a two-year teaching fellowship.

At Teach For Uganda (TFU), we believe that when our children are 25 years old they will have attained the highest level of Education. They will have acquired leadership and entrepreneurial skills that empower them to access and create opportunities, they will persevere in the face of adversity and mobilize communities to solve their own challenges. They will be responsible, honest, empathetic and reliable leaders with a sense of purpose who will inspire the next generation to greatness. We currently operate in 7 districts i.e., Mukono, Bugiri, Namayingo, Buikwe, Mayuge, Namutumba and Kayunga.

Position Overview

The driver will be responsible for maintaining the assigned vehicle in a clean and good working condition, driving visitors, staff, equipment and any other materials to their destinations and any other office Administration duties as assigned.

Essential Duties, Roles and Responsibilities

Transport of authorized persons, goods and documents (40%)

- Chauffeur staff, visitors and any other authorized personnel on official duty as well as program equipment and materials in a safe and secure manner.
- Carry out minor repairs and adjustments on the vehicles and maintain their cleanliness.
- Maintain the assigned motor vehicle and its accessories in good working order and clean condition.
- Run errands to collect and deliver mail, parcels, etc. as may be assigned.
- Manage and maintain a weekly vehicle movement schedule.

Vehicle maintenance management (30%)

- Make a thorough daily check of mechanical condition of the assigned vehicle (e.g. battery, fuel, water, oil viscosity, brake fluid, tyre pressure, etc.), and promptly reports any fault, damage or loss
- Ensure maximum security of vehicle and its accessories when under his/her



charge.

- Keep track and ensure that vehicles have valid motor third party insurance, and assists as required in following up their processing and collection.
- Ensure the vehicle is equipped with safety equipment
- Maintain a record of vehicle repairs, service, fuel and lubricants consumption, and report the due service mileage in good time.
- Ensure the safety of the vehicle at all times.
- Assist in loading/off-loading of TFU materials onto/from the assigned vehicle.
- Comply strictly with traffic rules and regulations while driving, as well as the relevant TFU policies and procedures.
- Promptly report to the office and/or the police all accidents and problems encountered while on duty.
- Perform any other relevant duties that may be assigned by Management from time to time.

Field Asset Management (30%)

- Oversee the field fleet (motorbikes) of the organization assets and maintain an inventory.
- Ensure all aspects of asset management including maintenance of fleet asset register and investigation of missing assets.
- Ensure all fuel consumption is reported on a monthly basis.
- Every six months review and physically crosscheck the Asset Register with the assets to ensure the asset tags/labels are available on the assets and update the assets condition – depreciation if applicable.

Minimum Requirements:

- O-level certificate of education or equivalent
- Fluency in English
- Valid driving license with classes A,B or DL
- Knowledge of basic motor vehicle mechanics are essential
- Certificate in defensive driving is an added advantage
- At least five (5) years driving in a reputable organization

Preferred Competences

- Good interpersonal skills and ability to work as part of a team, as well as independently
- Excellent time management skills
- Flexible and able to work in a dynamic environment
- High integrity
- Strong communication and interpersonal skills, excellent Microsoft Word and Excel skills
- Willing to work long hours in challenging circumstances when required

TFU Core Values:

We put Children first: We put children at the center of everything we do and we work tirelessly to provide for them meaningful experiences that allow them to realize their fullest potential.

Sense of possibility: We believe that nothing is impossible and we work hard to achieve our goals above and beyond what is expected of us.

Constantly learning: It is only through learning that growth is achieved. We encourage reflection and appreciate feedback as a practice, constantly searching for new knowledge from books, research and articles to deepen our understanding and bring innovation to various aspects of our work.

Humility and respect: We treat each other with dignity and respect, appreciate each other's strengths, perceptions and experiences and acknowledge our own limitations. We value our relationship with communities, leaders, schools and parents and constantly engage them to advance our work of providing an excellent education to all children.

Teamwork: We support and challenge one another, work cooperatively with enthusiasm and appreciation, respect each other's views and make our work environment fun and enjoyable.

Pursuit of Excellence: It takes commitment to deliver quality service and each day we strive to be the best in our work, culture, relationships, and innovations.