



DRIVER NEEDED

POSITION: DRIVER

DUTY STATION: KAMULI/JINJA

EMPLOYMENT TYPE: Full Time

START DATE: October 2025

NUMBER OF POSITIONS: 1

Integrated Seed and Sector Development Uganda (ISSD Uganda) is an independent local NGO in Uganda, which aims to be a leading agricultural development organization in fostering resilient seed and food systems for sustainable agricultural production.

YEIT project is a two-year project funded by Enable with the general objective to contribute to improved livelihoods of vulnerable youth in Busoga region through enhanced access to quality, demand-driven skills development and employment opportunities in the sustainable tourism and hospitality sector. Through this, 500 vulnerable youth, girls & women will be supported to acquire hands-on skills and competences in chosen trades that meet market demand requirements while earning them decent incomes.

In line with interventions planned under the YEIT project, ISSD Uganda is looking for a competent and experienced **Driver** to be based in Jinja and Kamuli, Uganda with possible reallocation to either district during project implementation.

Position overview

The Driver supports the project with all transport-related duties including transporting staff to specified project destinations, collecting and delivering various organization packages, and maintaining the vehicle in a clean and good mechanical condition.

Reporting and supervision

The Driver reports to the Administration & HR officer at Kampala Office but working closely with the project administrative & outreach assistant & Skilling Officers in the region.

Duties and Responsibilities

- Drive the ISSD vehicle and authorized passengers to specified destinations as approved by the supervisor, and in line with ISSD transport management policy
- Assist with loading and offloading of staff luggage, organization items and materials
- Always keep the assigned vehicle in a clean condition by regular washing and cleaning

- Maintain an updated log book for all journey to record travel-time, locations, and fuel top-ups, etc.
- Maintain the vehicle in a proper working condition to ensure safety and comfort of passengers by;
 - a) performing routine physical inspections to monitor its safety and security
 - b) ensuring planned service, repair, and maintenance schedules are adhered to
 - c) reporting any accidents, injuries, and vehicle damage to the supervisor
- Promptly inform the supervisor if/when road misuse tickets are issued by the Uganda Police/ road traffic other authorities
- Ensure the assigned vehicle is always parked in permissible parking spaces to avoid risks of towing
- Fulfill other duties such as running office related errands as instructed by supervisor

Special requirement

- The job will require reporting on duty not later than 7:00am, and working on the weekend, as will be communicated by supervisor

Skills and Qualifications

- Minimum UACE qualification with basic knowledge of English (spoken and written) and other relevant local languages
- Certificate in defensive driving
- 5 years relevant work experience with NGO or CSO
- A valid driver's license and clean driving record
- Working knowledge of local roads and routes

Key Competencies

- High integrity
- Hospitable
- Accountability
- Confidentiality
- Good communication skills
- Good interpersonal skills
- Sound knowledge of road safety regulations
- Ability to utilize maps, GPS systems, and car manuals
- Punctual and reliable

How to apply

Interested and qualified individuals are encouraged to apply for this job by emailing your cover letter and CV maximum 3 pages to hr@issduganda.org, while indicating the job title in the email subject not later than **3rd October 2025 at 5:00pm EAT**. Attachments should not exceed 2MB.

For more details visit the ISSD Uganda website via: www.issduganda.org. *Only shortlisted candidates will be contacted.*