

BANK OF UGANDA



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ADVERTISEMENT OF VACANT POSITIONS IN BANK OF UGANDA

- 1. DEPARTMENT : ADMINISTRATIVE SERVICES**
- 2. JOB REF : ADS6.06**
- 3. JOB TITLE : DRIVER**
- 4. RANK : DRV III**
- 5. REPORTS TO : HEAD TRANSPORT & TRAVEL SECTION**

6. PURPOSE:

To safely transport Bank staff, guests, and cargo in line with requests.

7. DUTIES AND RESPONSIBILITIES

- Carry out pre-trip vehicle check to avert avoidable breakdowns.
- Timely pick-up of Bank staff, guests and cargo as required.
- Drive motor vehicles in accordance with approved schedule, National road safety regulations and Bank of Uganda Policies.
- Report motor vehicle faults and accidents.
- Maintain up-to-date motor vehicle logbook record to enable tracking of vehicle movement and fuel usage.
- Maintain cleanliness of the allocated motor vehicle and functional fleet monitoring and security equipment in the vehicle.
- Ensure proper security and safety of the Bank vehicle, Bank staff, guests, and cargo.
- Deliver goods or packages in safe condition and to the right address including required documentation.
- Provide good customer care to the passengers.
- Any other duties allocated by the Bank from time-to-time.

8. EXPECTED OUTPUTS

- Well maintained Bank vehicle
- Adequately fueled motor vehicle
- Clean motor vehicle
- Updated motor vehicle logbook and fuel records
- Safety of Bank motor vehicle, staff, guests, and cargo

9. PERSON SPECIFICATIONS

A. MINIMUM QUALIFICATIONS

- 'A' Level Certificate
- Valid driving permit with classes B, C and D1
- Possession of a Certificate in Defensive Driving will be an added advantage

B. EXPERIENCE

- At least five (5) years' experience in driving, (1) one of which must be under driving class C in a corporate/company/institution.
- Ability, skills and experience in driving lorries of capacity: 2 rear axle, one front axle, net weight 17 ton and gross weight 29 tonnes will be an added advantage
- A Clean Driving Record.

C. AGE

Applicants must be 30 – 45 years as at the close of the advert.

D. COMPETENCIES

(i) Technical Competencies

- Basic vehicle maintenance skills
- Good driving skills, including defensive driving skills.
- Knowledge of road safety and traffic regulations

(ii) Behavioural Competencies

- Transparency and accountability
- Integrity
- Excellence
- Teamwork
- Interpersonal and stakeholder engagement
- Planning and organizing skills
- Self-drive/initiative

10. PHYSICAL DEMANDS OF THE JOB:

Job requires physical strength and good health to withstand long working hours, travel upcountry, sitting for long periods, exposure to different weather conditions and ability to lift medium loads onto and from the car.

11. WORKING CONDITIONS:

- Working outside normal working hours
- Sitting for long periods
- Differing weather conditions
- Long hours of travel

Salary and Benefits for the position are generous and attractive.

The online applications should be accompanied by:

- 1) A copy of the National Identity Card (Front and Back).
- 2) A copy of the Driving Permit (Front and Back).
- 3) A copy of UACE (A Level Certificate).
- 4) A copy of defensive driving certificate (if applicable).

Applications should be submitted by filling out the online application link which is available under the careers section of the BOU Website (<https://www.bou.or.ug/bouwebsite/Careers/>). Please follow the link instructions as clearly as possible.

Management reserves the right to terminate applicants found with concealed or falsified information and academic credentials. Only shortlisted candidates will be contacted.

Applications should reach NOT later than 5:00pm Monday 23 September 2024

MANAGEMENT
5th September , 2024