



**GLOBAL
RIGHTS
ALERT**

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VACANCY ANNOUNCEMENT – DRIVER

Global Rights Alert (GRA) is a Civil Society Organization whose mission is to make natural resources benefit the people. We are committed to ensure that men, women and young people benefit from sustainable exploitation of natural resources. Our work is rooted in governance and human rights framework which considers challenging inequality and injustice as central to inclusive development. GRA's work empowers communities to negotiate for more equitable benefit sharing regimes, influence decisions that impact on their lives and mitigate conflicts and human rights abuses associated with the exploitation of natural resources. **GRA wishes to recruit a driver.**

Job Summary: The Driver performs the operations, maintenance, and management of project vehicles, including routine maintenance.

Key Duties and Responsibilities

- Drive project staff to locations in Uganda for project activities
- Maintain project vehicles, keep accurate records for vehicle issues, including fuel, mileage, and trip logs, and schedule routine maintenance and cleaning.
- Observe all company motor vehicle policies and in country traffic laws.
- Perform daily errands such as collecting and delivering mail, and refuelling the vehicles on an as-needed basis.
- Ensure the readiness of the vehicle, in a good mechanical condition and ensure vehicle is prepared for long trips on rough terrain prior to field visits.
- 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 Finance & Administration Director for review and approval on a weekly basis.

Qualifications, Skills and Experience

- The applicants must hold a valid driving License of at least Classes B and CM.
- Certificate on mechanics and defensive driving (an added advantage)
- A minimum of four years of work experience gained through serving within a donor funded project with proven ability to coordinate multiple tasks.
- Excellent driving record and experience in traveling through Kampala and other districts.
- Good interpersonal and communication skills
- English language proficiency.

How to Apply:

All suitably qualified and interested candidates who wish to join GRA should submit their updated CVs to info@globalrightsalert.org.

Deadline: 24th, July, 2018