RTI International is seeking to recruit a suitably qualified candidate to fill three positions of Drivers for the USAID Uganda School Health and Reading Program (SHRP). RTI International is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. With a worldwide staff of more than 4,000, RTI offers innovative research, development, and a full spectrum of multidisciplinary services. RTI International is implementing SHRP which is an education program running through August 2019 that works with the Ministry of Education and Sports (MOES) and 37 districts to improve reading in the early grades and enhance awareness of HIV/AIDS and gender based violence in schools.

**JOB TITLE:** Driver (2 Positions)

**LOCATION:** Kampala

**REPORTING TO:** Procurement & Logistics Specialist

**PURPOSE OF JOB**
To drive, maintain, and manage the project vehicle for the School Health and Reading Program (SHRP).

**PRINCIPLE RESPONSIBILITIES**
- Drive the project vehicles with strict adherence to local traffic laws and in accordance to project rules and regulations pertaining to vehicles
- Transport project staff and materials in Kampala and the regions
- Maintain the vehicle in a satisfactory condition, including weekly cleaning of the interior and exterior and periodic (quarterly) cleaning of the motor and chassis.
- Ensure that tyres are in good working conditions at all time, and that spare tire is in good condition
- Ensure that vehicle usage log is updated on a daily basis and submitted on a monthly basis.
- Ensure that fuel consumption report is submitted as required.
- Ensure regular maintenance of the vehicle, and that fluids (water, oil, fuel, washer liquid, etc.) levels are at required levels
- Report any apparent malfunction to the supervisor.
- Report any damage or accident to the supervisor immediately.
- Ensure that the vehicle is safely parked and locked when not in use.
- Carry out project errands as required.

**Minimum Required Education & Experience**
- Must possess a UCE or UACE certificate
- Should have 5 years driving experience with preferably USAID funded project or other donor funded projects
- Must possess a valid driver’s license with preferably classes B, DL, CM.
Skills & Abilities

- Knowledge of driving rules and regulations and skills in minor vehicle repairs. Knowledge of radio, email, telephone and other applications.
- Trustworthy, high sense of responsibility, alertness; physical fitness on duty, emotional stability, neat and courteous.
- Good knowledge of the Project activity areas and the current conditions of roads and highways.
- Ability to deal patiently and tactfully with people of different national and cultural backgrounds.
- Flexibility to fit into often changing priorities.
- Ability to fluently communicate in both verbally and written language(s) applicable to project requirements.

HOW TO APPLY:
All suitably qualified candidates who desire to work for USAID Uganda School Health and Reading Program, are encouraged to submit an up-to-date CV including three work related referees and cover letter (ONLY) to the Human Resources Specialist by e-mail to hrapplications@shrp.rti.org. Emails should not exceed 2MB. Applicants must include the POSITION TITLE in the subject line of their email. The closing date for submitting applications is Monday, 18th June 2018 by 5:00 p.m and interviews will be conducted immediately. Only short-listed candidates will be contacted.

Whilst all applications will be assessed strictly on their individual merits, qualified WOMEN are especially encouraged to apply.