



MAKERERE UNIVERSITY JOINT AIDS PROGRAM (MJAP)

VACANCY ANNOUNCEMENT (LOCUM)

Makerere University Joint AIDS Program (MJAP) is a private-not-for-profit Company under Makerere University. MJAP works to build partnerships and strengthen health systems to optimally respond to HIV/AIDS, TB, Non-communicable diseases (NCDs) and other diseases of public health importance in Africa. MJAP is implementing a sub-award grant from the Reach-Out Mbuya (ROM), for accelerating HIV/AIDS Epidemic Control in the Kampala region with funding from the President's Emergency Plan for AIDS Relief (PEPFAR).

MJAP is seeking a competent, passionate, and dynamic individual to fill the position below in a very busy work environment in **Kampala**.

Role Title: Locum Driver

Role summary:

To provide transport services to staff and maintenance of MJAP Vehicles in line with the Administrative Guidelines, rules and regulations

Reports to: Administrative Officer

Location: Head Office, Mulago

Duration: 6 months

Duties and Responsibilities

1. Maintaining vehicles in road worthy condition and fuel them whenever necessary and report major mechanical faults and accidents that require management action in line with vehicle maintenance and accident policies
2. Transport staff and authorized person(s) to a required destination and deliver mails or goods to the specified destinations according to organization requirements.
3. Maintain and update trip movement records (e.g. log books, fuel cards, etc.) and account for funds spent on driving operations in line with the standard accounting procedures and reporting requirements
4. Maintain the cleanliness of the vehicle and the image of MJAP to the public in line with the organizational requirements and the Uganda road safety guidelines
5. Renew organizational vehicle licenses and other related permits in line with vehicle policy and traffic laws.
6. Performs any other duties that may be assigned from time to time

Qualifications, skills and experience

- Minimum of O - level certificate
- A valid driving permit with classes CM, CH, DL & DM
- Proven experience in fleet management
- 5 years' working experience preferably with donor funded programs
- Knowledge of first aid
- Training in Vehicle Mechanics & Maintenance with a Certificate in Defensive driving
- A team player with good interpersonal skills and organizational skills.

Anti-Fraud, Safeguarding & Protection Clause:

MJAP holds a zero-tolerance policy against Fraud, Corruption, Sexual exploitation, abuse, and harassment in all places where our programs are implemented. All MJAP employees are expected to maintain high ethical standards, protect organizational integrity and reputation, and ensure that MJAP work is conducted in honest and fair methods, in accordance with the MJAP Human Resource policies. Any policy Violations shall be subject to corrective action up to and including termination of employment.

Application procedure:

MJAP strives for inclusion and diversity and therefore considers all job applicants based on merit without regard to race, gender/ sex orientation, color, national origin, religion, age, marital status, and disability. MJAP is an equal opportunity employer committed to having a diverse workforce and does not ask for money at any stage of recruitment. MJAP will not be responsible for such fraudulent correspondence, loss of money, or theft that may result from anyone engaging in any fraudulent recruitment activity. All suitably qualified candidates are encouraged to apply by clearly stating the position applied for in the Subject line. Combine all your application documentation i.e. cover letter, CV & academic documents into one PDF document with names/contact details of three referees including the immediate Supervisor and Head of Human Resources, addressed to: **The Human Resources Manager, Makerere University Joint AIDS Program (MJAP).** Email: recruitment@mjap.mak.ac.ug NOT later than March 29, 2024 at 4:30 pm.

Consider your application unsuccessful if you don't hear from us by March 21, 2024. Offer of employment will be subject to satisfactory references including but not limited to appropriate background checks, criminal records, and previous employment findings of fraud, corruption, sexual exploitation, abuse or harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures. ***Please ensure that your attachments do not exceed 25 MB.*** We do appreciate your interest to work with MJAP. However, we regret that only shortlisted candidates will be contacted within 2 weeks after the submission deadline.