



## JOHN PAUL II JUSTICE AND PEACE CENTRE

Plot 2468 - Nsereko Road, Nsambya

P.O. Box 31853 Kampala-Uganda

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Website: [www.jp2jpc.org](http://www.jp2jpc.org)

**5<sup>th</sup> September 2019**

### ADVERTISEMENT

John Paul II Justice and Peace Centre, is a Consortium of seven religious congregations (Comboni Missionaries, Holy Cross, Mill Hill Missionaries, Missionaries of Africa, and the Society of Jesus (Jesuit)) that was established in 2006 as a faith based organization. The mission of the Centre is to contribute creatively, to the building of a just and peaceful Uganda through training, research and advocacy based on the Catholic social teaching. The Centre carries out activities throughout the country, which requires the staff to travel safely within Kampala and upcountry. Therefore, the Centre is looking for an experienced driver to support its administrative and upcountry travels.

#### Job Description

<b>Job Title:</b>	Driver
<b>Job Location:</b>	Kampala
<b>Reports to:</b>	Program Coordinator
<b>Remuneration</b>	Moderate
<b>Duration</b>	One year with possibility of extension

#### Primary Working Relationship:

Director, program staff, and entire staff

**Key Role:** Drive and maintain JPIIJC vehicles in good condition.

#### Duties/guidelines

- Take full responsibility for any vehicle assigned, in accordance to the policies and procedures of the Centre
- Drive vehicles assigned in a manner compatible with national road safety laws and standards, and Centre's transport rules.
- Ensure good running and maintenance of the vehicle through daily checks.
- Ensure the completion of Centre log book for daily checks, fuel received and all journeys undertaken
- Use the weekly check form to report on equipment required for vehicles, and in cases of handing over to another driver.
- Minimize cost and run the fleet in the most efficient way possible
- Ensure good communication with colleagues at all levels.
- Ensure security clearances for all vehicle movements
- Ensure procedures are adhered to in the case of any damage or accident.
- Repair minor breakdowns and report all defects to management for further action.
- Work with the mechanic during repair or service of the vehicle to improve technical knowledge and capacity.
- Under take any other assignment by the management.

### **Skills and Qualifications**

- Minimum O'Level Certificate
- Minimum of 5 years employed driving experience
- 30- 40 years old
- Knowledge of traffic rules
- No criminal record
- Ability to drive safely for long distances
- Skilled in minor mechanical repairs and maintenance

### **Application Procedure**

Send your application, including a motivation letter, curriculum vitae, and three references to [jp2justice.director@gmail.com](mailto:jp2justice.director@gmail.com); Not later than **13<sup>th</sup> September 2019**. Hard copies applications can be delivered to: John Paul II Justice and Peace Centre, Plot 2468 Nsereko Road – Nsambya. P.O. Box 31853, Kampala – Uganda. Only short listed candidates will be contacted.