

JOB TITLE: DRIVER (3)

Programme/Department: Operations	Programs &	Location: Rhino Camp, Imvepi, Adjumani	Open Date: 19 th May 2025 End Date: 30 th May 2025
GRADE: Y 8	Expected Start Date: As Soon As Possible	Contract Length: 7 Months With Possibility Of Extension	

SAFEGUARDING:
YSAT is committed to **Zero Tolerance** for **Fraud, Sexual Exploitation and Abuse (SEA), Child abuse** while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org

Youth Social Advocacy Team (YSAT) is a refugee-led non-profit, non-governmental Organization whose core mandate is supporting conflict affected youth by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts for refugees and vulnerable host communities in displaced settings.

YSAT is legally registered to operate in Uganda with the National Bureau for Non -Governmental Organizations Reg. **MIA/NB/2020/10/4213** as a Regional NGO. YSAT works in 5 refugee settlements in West Nile implementing projects in Protection, Food Security and Livelihoods, Education, Environment & Energy, Evidence -based research and Advocacy .

ROLE PURPOSE:
The Driver (s) will facilitate smooth implementation of YSAT Projects in Rhino Camp, Imvepi and Adjumani Refugee settlement and surrounding areas. This includes ensuring proper maintenance of the assigned vehicle, adhering to YSAT guidelines i.e UNHCR under ROU, YSAT policy and procedures inline with Government of Uganda traffic laws. With movement to various project location within the different settlements, this position (s) will demand a highly motivated, detail oriented individual who will be able to solve challenges as they arise. S/he will be required to be an active team player who will improve timely implementation of project activities

WORKING ENVIRONMENT:
YSAT Uganda operates in remote refugee settlement set ups. This include frequent traveling to project locations, staying in the field with possibility of returning to town on Fridays in the case of Imvepi and Rhino Camp unlike Adjumani.

- KEY ROLES :**
- Provide transport to YSAT staff, visitors and other guests as per instructions.
 - Ensure that YSAT vehicle policy is strictly adhered to inline with donor guidelines i.e UNHCR guidelines etc.
 - Ensure the cleanliness of vehicle at all times ensuring that it is properly handled, kept in good condition and usable at all times.
 - Implement daily, weekly, and monthly vehicle maintenance checks and work alongside Logistic Officer to have all vehicles maintained in a safe working condition
 - Keep note and timely report, in writing, to the Procurement and Logistic Officer on the vehicle routine maintenance/service.
 - Ensure that the vehicle has enough fuel before embarking on a field trip.
 - Monitor that the fuel consumption is remained within the litre/km rate estimate for the vehicle and report any irregularities.
 - Keep correct/proper and neatly recorded vehicle log sheets and submit to the supervisor on monthly basis for review, checking and feedback.
 - Ensure that vehicle is used for the intended/assigned purpose in accordance with the prior authorisation given by the supervisor.
 - Ensure that the vehicle safety belt is functional and used by self and the passengers onboard at all times.
 - Follow all YSAT Uganda driving safety regulations while driving and observe all traffic rules.
 - Report in writing on any maintenance need (minor/major) to the supervisor timely and accurately.
 - Report any accident immediately to the supervisor as appropriate.
 - Ensure that the car is equipped with First Aid kit at all times
 - Follow-up vehicle related issues with the police and insurance companies as per instructions
 - Assist in Local Purchases
 - Assist in Loading and offloading of Cargo at Airstrip, office and field

- Deliver messages/post to other offices as per instructions
- Assume other relevant responsibilities as instructed by supervisor.

QUALIFICATIONS

- Certified Driving school Certificate
- At least has O or A level Certificate
- Diploma in Public or Business Administration or related Discipline is added advantage

EXPERIENCE AND SKILLS

Essential

- Previous Driving Experience atleast 3 years – preferably with NGO
- Minimum visual acuity of 20/50 (or corrected to 20/50)
- Familiarity with GPS devices
- Ability to remain calm in stressful driving situations (e.g. at rush hour)
- Strong knowledge of locations of organizations' operation- Rhino Camp context in particular
- Flexible, effective teamwork and interpersonal skills
- Valid drivers License
- Secondary school completion, preferred
- Ability to communicate in English Language
- A polite and professional disposition

Desireable

- Representational skills;
- NGO experience an added advantage
- Knowledge of local language spoken is an asset e.g Arabic, Lugbara etc

APPLICATION PROCESS:

Submit your soft copy application, an updated Curriculum Vitae/Resume with copies of your academic documents **ELECTRONICALLY** to **Head of HR – People & Culture** hr@youthsat.org copying youthsat2017@gmail.com **Hard copy applications** and CVs/Resume can also be delivered from **Monday – Thursday from 10 AM - 4P** to; Rhino Camp Head Office – Ocea, Adjumani Field Office in Pakelle or Imvepi Field Office – Base Camp **Deadline for receiving applications 30th Day of May 2025 at 4:00 PM EAT**

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to both **Refugees**, and Ugandan Nationals and preferably those with experience working in Ugandan context. **Qualified female candidates are a High Priority!**

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children, Youth and vulnerable adults from all forms of abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Please note:

1. *only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.*
2. **Due to the urgency in filling the position, applications may be reviewed and processed before the deadline**
3. *Submitted copies of academic documents will **NOT** be returned to the applicant after review*

JD written by: Head of Procurement and Logistics

Date: 13th May 2025

JD agreed by: Director of Programs

Date: 14th May 2025

JD Approved by: Executive Director

Date: 16th May 2025

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