

TERMS OF REFERENCE FOR RECRUITMENT OF DRIVERS UNDER ATAAS PROJECT

1.0 Introduction

The Government of Uganda through the Ministry of Agriculture Animal Industry and Fisheries with financing from the International Development Association (IDA) towards the cost of the Agricultural Technology and Agribusiness Advisory Services (ATAAS) project. The project is structured in four components; (i) Developing Agricultural Technologies and Strengthening the National Agricultural Research System; (ii) Enhancing Partnerships between Agricultural Research, Extension and Stakeholders; (iii) Strengthening Agricultural Support Services; and (iv) Program Management, Coordination and M&E.

The overall development objective of ATAAS is to sustainably increase agricultural productivity and incomes of participating households. To enhance implementation, the project has procured vehicles that shall be deployed to support implementation of project activities at various levels; that is at the project coordination Unit and at the ZARDIs where SLM specialists are stationed.

The Ministry of Agriculture Animal Industry and Fisheries (MAAIF) procured 18 DC Pick Ups to be deployed in PCU and ZARDIs. The Ministry now wishes to recruit and deploy fourteen (14) drivers: five (5) for PCU at MAAIF; one (1) for each of the ZARDIs of Abi, Kachwekano, Ngeta, Mukono, Bulindi, Nabuin, Buginyanya, Mbarara and Rwebitaba.

The ministry now invites suitably qualified individuals, with qualifications and experience to apply for these positions in the ATAAS project.

2.0 Job Purpose:

Under the guidance and supervision of the respective Project Managers and Project Coordinators, the Driver will provide reliable and safe driving services to the project operations staff and consultants ensuring high accuracy of work. The Driver must demonstrate a client-oriented approach, with high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

3.0 Duties and Responsibilities:

- a) Ensure safe driving and operation of the project vehicle assigned to for the transportation of authorized personnel and delivery of project goods and services.
- b) Ensures proper maintenance of the assigned vehicle through timely daily Inspections, minor repair and reporting for major repairs, and monitoring of service schedules, etc.
- c) Ensure that the vehicle is only used for official/ authorized project activities
- d) Undertake refueling of vehicles as per guidelines.
- e) Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logbooks, cards, office directory, and map of the city/country, first aid kit, and necessary spare parts.
- f) Find the most direct and safe routing over the available roads to the destination
- g) Ensure the safety and security of the vehicle.
- h) Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- i) Maintain a high level of confidentiality and discreteness in discussion that involves the project and its officials.
- j) Inform the supervisor immediately about mechanical problems which result from normal use, accident or theft immediately to both the Administrative Officer and Police.
- k) Ensure that steps required by rules and regulations pertaining to driving are adhered to at all times.
- l) Any other official duties assigned by the supervisor

4.0 Qualifications, Skills and Experience:

- i) A Ugandan national
- ii) Minimum of senior four with a credit in English.

- iii) Valid Driver's license: Applicants should possess at least 2 classes, (B, CM, CH, and DL).
- iv) At least 3years' experience in driving under projects funded by world Bank or any other international agency.
- v) A certificate in motor vehicle maintenance and defensive driving will be an added advantage.
- vi) Fluency in English.

5.0 Age limit: 25 years and above.

6.0 How to Apply:

All qualified applicants should send in their application letters (**indicating the preferred work station**) together with attached copies of all academic qualifications and certificates, copies of valid identity cards, birth certificate and detailed CVs with mobile telephone numbers indicating, names and contact details of three referees to the address below not later than **3:00PM, March 24th, 2017**. Please indicate the position being applied for on top of the envelop.

**The Permanent Secretary,
Ministry of Agriculture Animal Industry and Fisheries**

**Attn: Head, Procurement and Disposal Unit (HPDU)
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