



## VACANCY ANNOUNCEMENT – DRIVER

**Job Title: Driver-Cum-Administrative Assistant**

**Unit: Finance and Administration**

**Reports to Head of Finance & Admin**

**Location: LBE Head Office**

**Contract type: 3 years but renewed annually**

**Start Date: 1<sup>st</sup> February 2026**

**Application closing date: 15<sup>th</sup> January 2026**

### **WHO WE ARE:**

Literacy and Adult Basic Education (LBE) is an NGO established in 1989 with the main purpose to operate as a catalyst and partner in the basic education sector at local, national and international levels guided by community self-help philosophy with a vision to make Uganda a literate and informed society able to participate fully in its development. Our head office is located at Kiggundu Mitala Road, Block 220 Plot 1527, Banda-Kyambogo in Kampala

### **Join Us**

We are seeking a suitable qualified, dynamic and committed candidate to join our team the role of a Driver-Cum-Administrative Assistant to be based at the LBE Head Office

The Driver-Cum-Administrative Assistant will provide transport services, administrative and other logistical support to LBE staff, visitors, and stakeholders in accordance with LBE fleet management policy guidelines and procedures.

## Roles and Responsibilities.

Essential functions include (but are not limited to):

### Transport-related roles

1. Provide transportation services for goods, staff, and other authorized passengers using LBE vehicles in accordance with LBE vehicle management policies and procedures.
2. Conduct daily operation and maintenance review to the vehicle assigned to the driver in a manner that ensures the highest degree of safety possible for the vehicle and its passengers.
3. Carry out pre-travel inspection of vehicles and ascertain journey preparedness, notify the line manager accordingly (i.e. Inspect the vehicle and establish its condition i.e. oils, tyre pressure, indicators, lights, wipers etc.).
4. Review assigned travel schedules after consultations with Programme Officers and Team Leader to comprehensively plan and document travel routing and related timings.
5. Keep accurate and up to date records for the vehicle using the vehicle log sheets provided to record the right fuel consumed, both official and private mileages, make note of all destinations and journey mileages as well as purposes of the journey.
6. Inspect and be vigilant at all times to the detection of any faults and/or damage to the assigned vehicle, whether accidental or otherwise, and submit written reports of such faults and damages as soon as possible to the Supervisor through the weekly vehicle inspection report such safe vehicle operation and risk mitigation, eg proper use of door locks, parking in secure locations and timing of trips, are strictly followed.
7. Maintain vehicle security before, during and after travel and report on any identified related anomalies in line with the vehicle policy while also ensuring that the vehicles have the right kits and tools (fire extinguishers, first aid kits, tool kits, spare tyres, recovery equipment etc) and in compliance with the in-vehicle supervision checklist at all times.
8. Check and update the validity of statutory requirements i.e. vehicle logbooks, insurance status and valid personal driving license, no-pending traffic fines tickets, no-pending parking tickets etc.

9. Maintain vehicle and passenger security before, during and after travel and report on any identified anomalies in line with the vehicle policy. Ensure you are properly discharged for the day by your passengers before you break for rest during field missions/trips.
10. While in the field, inspect all motorcycles and vehicles and provide feedback to the users and to the Head of finance and Administration
11. Participating in vehicle operations budgeting and planning

#### Administrative related roles:

- I. Submit to the Supervisor the **monthly** vehicle utilization reports summarizing vehicle/fuel use and vehicle repair/maintenance. This report will be accompanied by the fuel and vehicle log sheets for the period of the report.
- II. Support the finance team and other transactions that shall be required of you from time to time like carrying out deposits of funds to bank accounts, running errands as instructed or with guidance from relevant staff, etc
- III. Provide support in the acquisition of materials from stores for planned field activities.
- IV. Where possible, carry out translation for foreign and other visitors or staff who do not know the local languages.
- V. Assist officers in management of workshops, meetings and similar gatherings in roles like ensuring the proper participants registration documents have been carried, availed and administered, taking quality photos at events, etc.
- VI. Follow up ordered goods and ensure timely delivery
- VII. Do office maintenance like lighting, locks, water supply systems among others.
- VIII. Support stock taking exercises while being conducted to ensure proper identification and lifting of items
- IX. Support Assets engraving exercises as and when being conducted
- X. Support general office logistics undertakings to smoothen office operations as and when requested to do so.

- XI. In as much as possible do light cleaning of the vehicle to make sure it is readily presentable and ready for use at all times and to also ensure its deep cleaning as circumstances may demand and after field trips to the districts.
- XII. Perform any other additional responsibilities as assigned from time to time by the Supervisor/s.

### Key Result Areas

1. **DRIVING STAFF, PARTNERS AND VISITORS:** Drive staff, visitors, partners and other stakeholders to and from various destinations as per LABE policies and procedures.
2. **VEHICLE MAINTENANCE:** Maintaining the vehicle in clean and good mechanical conditions in line with LABE policies.
3. **MESSAGE DELIVERIES:** Pick, deliver and account for all correspondences (mails, messages, parcels etc) in line with instructions and known office practice
4. **ADMINISTRATIVE SUPPORT:** Provide support to staff in different ways including taking photos, managing registration sheets during workshops/meeting, displaying communication materials like pull up banners during meetings/workshops.
5. **PLANNING AND BUDGETING:** Plan and budget for the vehicle and provide other logistical support and prepare periodic accountabilities on vehicle condition or status.

### Key performance Indicators:

1. No record of accidents due to recklessness recorded
2. Clean and sound vehicle mechanical condition
3. Functioning vehicle parts without any faults
4. Timely servicing and vehicle maintenance
5. Effective fuel cost management
6. Timely deliveries made
7. Accurate vehicle monthly reports
8. Properly Filled logbook for the assigned vehicle
9. Limited complaints from staff, passengers and visitors
10. Administrative support offered un-reminded

### Education Requirements

- Minimum of a UCE certificate or its equivalent, proof of training in defensive driving and basic computer skills.
- A suitable and valid driver's permit Above Class B with good knowledge of operation of 4WDs
- Membership to drivers' association is an added advantage

## **JOB RELATED EXPERIENCE AND KNOWLEDGE:**

- 5-10 years driving experience in growing development organizations and with bias to NGO operations.
- Defensive driving experience for risk management.
- Knowledge of Ugandan Traffic Laws and regulations
- Effective verbal, presentation and listening communication skills
- Excellent interpersonal and teamwork skills.
- Ability to maintain composure at all times.
- Computer knowledge is preferred and will be considered an advantage.
- Knowledge of local languages and familiar with the local context in operational area.
- Ethically upright person with the ability to remain sober and alert

## **LABE Commitment to PREVENTION OF SEXUAL EXPLOITATION AND ABUSE**

LABE has zero tolerance of all forms of Sexual Abuse and Exploitation and it is committed to conducting his/her work in a manner that is safe for all staff and all vulnerable groups it serves at different levels.

The potential Candidate we shall hire, shall be expected to know and comply with LABE Policy and code of conduct on sexual exploitation and abuse by reporting any sexual exploitation and abuse witnessed and cooperating during investigations into Sexual Exploitation and Abuse. He/She is expected to conduct themselves in a professional and ethical manner with integrity to safeguard her employees and all vulnerable group of people involved in LABE work.

**LABE is an equal opportunity employer;** female candidates are encouraged to apply.

## **THE APPLICATION PROCESS:**

Interested candidates with matching qualifications and attributes are requested to send their applications and Detailed CVs letter to the Human Resources unit: [ernest@labeuganda.org](mailto:ernest@labeuganda.org) by 15<sup>th</sup> January 2026 17:30HRS

Please attach the following documents in PDF Format as one attachment.

- ✓ Updated Curriculum Vitae with contact details (email and telephone numbers) of 3 professional referees
- ✓ Cover letter with indication of expected Gross Pay and
- ✓ Academic documents

In your email subject please quote the position; - Driver-Cum-Administrative Assistant

While we may be glad to communicate to all candidates, due to the volume of applications expected, only shortlisted candidates will be contacted.

If you do not hear from LABE two weeks after the deadline of this Job posting, please consider your application unsuccessful.