



JOB DESCRIPTION: 4 Project Drivers

Position: Project Driver

Organization: Smart African Village Development Consortium.(SADO)

Location: Smart African Development Consortium

P. O. Box:800334 Ntinda Plot 1191, Masembe Road

Job Summary:

Smart African Village Development is seeking qualified and experienced Project Drivers to support and offer services NCD project. Successful candidates will be responsible for ensuring the safe, efficient, and professional transportation of project staff, visitors, and materials while adhering to road safety regulations and organizational policies.

Key Responsibilities:

- Safely transport project staff, partners, and goods to various destinations as required.
- Maintain the project vehicle in good working condition, conducting regular checks and servicing.
- Ensure compliance with road safety regulations and traffic laws at all times.
- Maintain accurate records of vehicle mileage, fuel usage, and servicing schedules.
- Assist in the delivery and collection of documents and other project-related items.
- Provide logistical support during field visits and project activities.
- Report any vehicle malfunctions or incidents promptly.

Qualifications and Experience:

- A valid driver's license with a clean driving record.
- Minimum of 5 years of professional driving experience, preferably in a project or NGO setting.
- Familiarity with local roads and routes.
- Basic mechanical knowledge and ability to perform minor repairs.
- Strong communication and interpersonal skills.
- Ability to work flexible hours and travel as needed.

Terms of Reference (ToR) for Project Driver

Objectives

The main objective of hiring a Project Driver is to provide safe and efficient transportation service to staff, stake holders of the project, ensuring smooth logistical operations.

Scope of Work

The Driver will be responsible for:

- Driving project personnel to and from official assignments.
- Maintaining and servicing project vehicles as per organizational policies.
- Ensuring the security and safety of the vehicle, passengers, and transported goods.
- Keeping an updated logbook of trips, fuel consumption, and vehicle maintenance.
- Complying with traffic laws and project guidelines.
- Assisting in logistical tasks such as delivering project materials and supporting fieldwork.

Reporting Line

- The Project Driver will report to the immediate supervisor and work closely with the administration and logistics team.

Duration & Working Conditions

- The contract will be for 2 years with the possibility of renewal based on performance.
- The driver will be required to work flexible hours, including weekends and travel to remote project locations.

Qualifications & Requirements

- Valid driver's license with 5 years of experience.
- Experience working with NGOs, government agencies, or private sector projects.
- Basic knowledge of vehicle maintenance and minor repairs.
- Good communication skills and ability to work in a team.
- Ability to handle long-distance travel and challenging road conditions.

Performance Indicators

The performance of the Project Driver will be evaluated based on:

- Compliance with safety and driving regulations.
- Condition and maintenance of project vehicles.
- Timeliness and reliability in transportation services.
- Accuracy of logbook and trip records.