



NATIONAL WATER AND SEWERAGE CORPORATION

EXTERNAL ADVERT

15th June 2016

HR 05/2016

RE: EXTERNAL JOB ADVERT

National Water and Sewerage Corporation (NWSC) a leading organization in the Water sector in Uganda with a Vision **“To be the leading Customer Centered Water Utility in the World”** seeks to recruit suitably qualified candidates to fill the vacant positions mentioned below:

EA / DRIVERS

REPORTS TO: Principal Transport Officer

MAIN PURPOSE:

To ensure that vehicle is used for corporation work, maintained cleaned, safe and parked as per the Corporation Transport Policy and Regulations.

KEY RESPONSIBILITIES / KEY RESULT AREAS

- 1) Carries out routine/daily check.
- 2) Monitors the period between the servicing and ensure that the vehicle is serviced when due.
- 3) Provide usage of logs as required and in particular complete on a daily basis the Motor Vehicle Logbook and submit it to the authorised officers on a weekly basis for inspection.
- 4) Report all accidents minor or major to the responsible officer and Police respectively.
- 5) Keeps the vehicle clean all the time.
- 6) Adhere to all traffic laws and regulations.
- 7) Ensure that all fuel issues are recorded against the correct vehicles number and logbook.
- 8) Check and ensure that all damaged parts that have been reported are replaced when vehicle is repaired or serviced.
- 9) Ensure that driver's permit is valid all the time with the correct class.
- 10) Performs any other duties that may be assigned by the supervisor from time to time.

THE PERSON

In order to be considered for this position, the applicant must have a valid driving permit and should have worked in a driver position for atleast three years and should possess the following:

EXPERIENCE, KNOWLEDGE & EDUCATION/TRAINING

- 1) Qualifications
 - O – Level Certificate or its equivalent
 - Valid class of driving permit with a correct driving class

- **Defensive driving certificate will be added advantage.**

2) Experience

- A minimum of 3 years' of post qualification experience in a large reputable organization in a driving field.
- Age Limit: above 25 years and below 45 years of age

3) Three Years of continuous driving experience with a clean truck record is a must.

SKILLS / COMPETENCIES

- 1) Must be able to work for long hours in the field.
- 2) Must be able to respond to any emergencies at short notice even at odd hours.
- 3) Must be dependable and highly reliable.
- 4) Must be able to speak, read and write proper English.
- 5) Working knowledge of the regulations involved in the safe and efficient operation of motor vehicle.
- 6) High integrity and honesty is a must

Applicants must attach the following requirements:-

- An Application letter with a detailed Curriculum vitae (CV) attached with academic transcripts /certificates.
- Three referees

All persons who believe they can clearly demonstrate their abilities to meet the criteria given above are encouraged to send hard copies please post to the attention of the **Senior Manager Human Resource**, National Water & Sewerage Corporation, Plot 39 Jinja Rd, P.O Box 7053, Kampala.

To be considered, your application must be received by close of business on **Thursday 23rd June 2016 at 5.00 p.m.**

NB: Only short listed candidates will be contacted.