



Job Description

Job Title: Driver– SAYE

Department: Finance and Administration

Reports to: Administrative Assistant

Work Location: Uganda-Kampala/Jinja

About the Federation of Small and Medium-Sized Enterprises-Uganda

The Federation of Small and Medium Enterprises-Uganda (FSME) is the umbrella body for Micro, Small and Medium Enterprises in Uganda that plays a pivotal role in creating a robust and conducive business environment for small and medium businesses in Uganda. It is a not-for-profit membership association, registered as a company limited by guarantee. The Mission of the FSME is to equip MSMEs for success and growth, by ensuring that there is a conducive environment for business and access to quality business development services. The strategic priorities of FSME for the period 2020-2025 are: to build a healthy entrepreneurial ecosystem and advocate for a conducive business environment for the growth of MSMEs, to increase the competitiveness of MSMEs in Uganda by addressing constraints in financing, entrepreneurship, technical skills, value chains and access to markets, to support the post COVID-19 recovery and resilience of MSMEs through digital transformation and to promote the inclusion of women, youth and other marginalized groups in the association's programs and structures

About the SAYE Project:

The Federation for Small & Medium Enterprises (FSME) is part of a consortium implementing a 5-year project led by Heifer Project International in partnership with Master card Foundation under its program the Young Africa Works. The project seeks to improve socio-economic wellbeing and resilience of young people in the Busoga sub-region by 2029. The project will focus on four intervention areas; skills development, equitable access to markets, innovative and inclusive finance and creating an enabling environment to realize desired outcomes. The project target is to reach 250,000 young people between 16-35 years (70% females and 3% youth with disabilities). FSME will

deliver on two major outcomes: Increased growth of youth-led agriculture and service-based enterprises; and Increased participation of youth in decision making, resource allocation, and utilization focusing on two intervention areas: Access to Market and the Enabling Environment to realize the desired outcomes. The consortium is composed of Heifer Project International, The Consortium for Enhancing University responsiveness to Agribusiness Development Limited (CURAD), The Federation for Small & Medium Enterprises (FSME) Financial Sector Deepening Uganda (FSDU) and ASIGMA group.

Job Summary:

The Driver is responsible for driving, repairs, safekeeping and general maintenance of FSME vehicle(s). S/he will ensure proper maintenance of FSME’s vehicles; the timely delivery and collection of written documents, goods, and supplies; as well as staff requiring transport services. The Driver will be fully responsible for the operations and maintenance of FSME’s vehicles in his/ her possession

Roles and Key Responsibilities:	Deliverables
<p>Driving</p> <ul style="list-style-type: none"> • Provide driving services to transport both personnel and purchased or donated goods of the organization. • Take care of the vehicle under her/his/ custody. • Handle the motor vehicle and its accessories with due care. • Check oil, tires, breaks and other electrical systems before starting vehicle driving. • Drive vehicles with maximum safety and care and according to traffic regulations. • Transport goods, equipment, tools and other materials from place to place as required. • Carry proper driving license at all times; renew it yearly or as required by the law. • Make routine services such as washing, cleaning and greasing, report any defective parts of malfunctions 	<p>Professional and timely driving services provided to FSME and SAYE project staff</p>

- Keep and submit reports on fuel consumption, mileage, car use etc. using a log book or other formats provided for the purpose.
- Follow-up and report on time on regular repairs and general maintenance of vehicles he/she is assigned.
- Work in all weather conditions (highways and rough roads) without compromising the health and safety policy of FSME.
- Frequently travel for fieldwork as assigned and scheduled with required overnight stay.
- Report accidents promptly.
- Keep all the time the local traffic law and guidelines and WaterAid Uganda Health and Safety and Security policies;
- Support FSME employees;
- Undertake any other related activities assigned by his/her immediate supervisor.

Vehicle Maintenance

- Ensure vehicles are repaired on time, safe, secure, clean and in good running conditions
- Use the vehicle log sheets are used at all times, properly completed.
- Arrange for the in-house driving /orientation and tests for the FSME employees and
- Deliver the vehicle in a timely manner for scheduled and regular maintenance to garage facilities.
- Regularly advise the Administrative Assistant on the condition of the Vehicles.
- Ensure fuel consumption report is submitted as required
- Maintain and replenish the first aid kit in the vehicle assigned.

FSME vehicles are well maintained and are safe, clean and secure

<p>Facilitation and Errands</p> <ul style="list-style-type: none"> • Carry out errands assigned from time to time including delivery and collection of documents, and supplies. • Delivering and /or processing bank documents and transactions. • Assisting in event organization and logistics. • Other duties as assigned by the Administrative Assistant. 	<p>FSME vehicles are well maintained and are safe, clean and secure</p>
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Knowledge, Skills, and Abilities

- Commitment to uphold FSME standards, policies, and procedures, and willingness to comply with HPI and MCF guidelines.
- Strong written and verbal communication skills in English required.
- Proficiency in the use of Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook.
- Excellent organizational and time management skills,
- Strong problem-solving skills
- Knowledge of the MSME sector and its context
- Ability to work with sensitive information and maintain confidentiality.

Required qualifications.

- At least Secondary School education.
- A valid driving license with at least classes A and B.
- At least 5 years working experience
- Good communication skills, should possess written and spoken abilities.
- Must be able to use a computer with the key Microsoft office tools.
- Excellent knowledge and skills in vehicle troubleshooting

NOTE: The Mastercard Foundation adheres to the highest standards of care related to its programs, those involved in carrying out its mission, and the millions of young people it supports in accessing dignified and fulfilling work. The Foundation has a zero-tolerance policy for all forms of misconduct and takes seriously its responsibility to improve the safety and well-being of the young people who participate in its programs. This duty of

care is shared by the Foundation's partners. As such, during recruitment of staff for Foundation supported programs, all necessary mechanisms are put in place to ascertain that candidates under consideration share our commitment to safeguarding.

Application Procedure:

All suitably qualifying, and interested candidates are encouraged to apply following these instructions:

Email a cover letter, CV, scanned academic documents and national identity card only to humanresource@fsmeuganda.info by February 7th, 2024, at 5:00pm. Application documents including scans of documents that exceed 5MB will lead to rejection of your application. In addition, indicate three names, telephone contacts and e-mail addresses of professional referees. Furthermore, request at least two of the referees to separately send sealed confidential reference letters attesting to the applicant's competences for the job applied for before the closing of the advert.

In the subject line of the email, copy and paste – DRIVER-SAYE only. All applications that do not contain this exact subject line will not be considered.

ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED.