

UGANDA CIVIL AVIATION AUTHORITY

EXTERNAL ADVERTISEMENT

Uganda Civil Aviation Authority (UCAA) is a corporate body responsible for regulation of civil aviation in Uganda. It manages Entebbe International Airport (EIA) and thirteen (13) other upcountry aerodromes. UCAA carries out its work in conformity with International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs). The Authority plans to recruit suitably qualified Ugandans of impeccable integrity and commitment to fill the following position in its establishment as detailed below: -

JOB REF : **UCAA/ADV/EXT/02/2024**

POSITION : **DRIVER**

REPORTS TO : TRANSPORT OFFICER

SALARY LEVEL : 7

VACANCIES : 10 (Driving Permit Class DE)
14 (Driving Permit Class D1)

JOB PURPOSE : The position exists to provide transport service to UCAA staff, clients and business associates in accordance with the UCAA's requirements as well as the Traffic and Road Safety Act 1998 (as amended) and all applicable regulations, to ensure smooth running of the Aviation industry operations.

<i>SNo.</i>	<i>PRINCIPAL ACCOUNTABILITIES</i>	<i>DELIVERABLES</i>
1.	Drive UCAA vehicles	a) Driving/operating the assigned bus in accordance with UCAA's processes, guidelines and regulations as well as the Traffic and Road Safety Act 1998 (as amended) b) Exercises care and driving skills in ensuring safety of the vehicles, passengers, accessories and property c) Adheres to UCAA requirements for efficient handling of vehicles.
2	Maintenance of the vehicles	a) Ensures that the vehicle is maintained in a clean condition to maintain a good image of UCAA b) Maintains up-to-date vehicle logs for movement and fueling.

SNo.	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
		<ul style="list-style-type: none"> c) Adheres to vehicle inspection and service schedules to ensure that vehicles are always in good running condition. d) Monitors the mechanical condition of the vehicle and reports where defects are suspected for checking to ensure that the vehicles are maintained in good working condition. e) Maintains up-to-date and accurate incident records to ensure that the vehicle condition is properly monitored f) Reports any non-conformity with traffic regulations and defects on the vehicles in the incidence records.
3.	Carries out any other lawful assignment allocated by the immediate Supervisor.	The jobholder is cooperative and readily responds to any ad hoc tasks assigned to him/her.
PERSON SPECIFICATIONS		
Essential Requirements	<ul style="list-style-type: none"> a) Must have a minimum of "O" Level Certificate. b) A valid Driving License with a minimum of class D1 c) Must hold a Certificate in Defensive Driving d) Relevant working experience of at least seven (07) years in a reputable organization. e) Experience in driving PMO/PSV licensed Vehicles with demonstratable knowledge of manual & automatic transmission f) Fitness to drive. 	
Desirable requirements	<ul style="list-style-type: none"> a) Should be between 28 to 45 years old. b) Basic knowledge of motor vehicle mechanics. 	
Behavioural competences	<ul style="list-style-type: none"> a) Good time management b) Self-discipline c) Anticipation d) Concentration 	
SPECIAL SKILLS AND ATTRIBUTES		
<ul style="list-style-type: none"> 1) Must have proven level of integrity, tact and diplomacy 2) Should possess good communication skills with proven ability to communicate effectively in English. 3) Must be a team player and able to work well with others. 4) Clean record and compliant with requirements of ethical conduct. 		

HOW TO APPLY:

- 1) To view the above-mentioned job advertisements and apply, please enter the link <https://recruitment.caa.co.ug> into your browser to create an account and start the application process.
- 2) Sign up to create an account (New users).
- 3) Log in with your username and password.
- 4) Create a CV by filling in all the required information before proceeding.
- 5) Click Home and there you will see the advertised job. To apply, click the “**Apply**” button. Thereafter a popup message will appear **confirming** your application was successful.
- 6) Please note that falsification of information is an offense in UCAA. You are advised to only apply for the jobs where you meet the minimum requirements as indicated in the job description as well as being very sincere while responding to the application questionnaire.
- 7) Physical/hard copy applications will not be accepted.

Note:

- a) For any inquires or assistance, please contact: +256-312-352000.
- b) Applications are to be received not later than **5:00 pm** on **10th February 2025**. It is the duty of the applicant to ensure that his/her application is received by the indicated date and late applications will not be entertained under any circumstances.
- c) In your CV please include contacts of two credible referees i.e. one professional (past or present employer/supervisor) and the other for character assessment.

We pledge to conduct a transparent recruitment process!

**The Director Human Resource & Administration,
Uganda Civil Aviation Authority (Head Office),
P.O. Box 5536,
KAMPALA**