



EXTERNAL JOB ADVERTISEMENT

The National Forestry Authority (NFA) is a Government agency established under the National Forestry and Tree Planting Act, 2003 as a corporate body responsible for sustainable development and management of Central Forest Reserves (CFRs) and provision of technical support to stakeholders in the forestry sub-sector. NFA's vision is "A world class, global leader in sustainable forest management", while its Mission is "To sustainably manage and develop the country's Central Forest Reserves and to provide quality forestry products and services for the socio-economic development of Uganda".

NFA seeks to recruit a qualified Ugandan to fill the following position.

POSITION: **TRANSPORT ASSISTANT (4 POSITIONS)**
Reports to: Transport Officer/Relevant Field Officer
Duty Station: Headquarter/Field based and ready to work in hard to reach areas.
Salary Scale: NFA 8
Terms of Employment: Three (3) year contract (Renewable)

Job summary: Drive, maintain and manage the vehicle and ensure safety of the passengers in accordance with NFA Transport Policy and relevant regulations.

Duties and responsibilities

- Drive NFA vehicles as assigned and directed by the supervisor
- Prepare and timely submit vehicle defects and repair requests
- Ensure that the vehicle is regularly serviced and maintained in a sound mechanical condition in accordance with the service chart.
- Record and maintain vehicle travel records in the log book and ensure that they are authorized by the relevant supervisor.
- Keep vehicle repair and maintenance records.
- Observe and comply with all relevant Road safety and traffic laws and regulations.
- Ensure that the vehicle is in good running condition.
- Ensure that the assigned vehicle is clean and maintain adequate cleaning supplies for the vehicle.
- Perform any other duties as may be assigned by the Supervisor.

Qualifications, work experience and interpersonal attributes/competencies

- Minimum of Uganda Certificate of Education or its equivalent.
- Valid Driving Permit of Classes **B** and **CM/C**.
- Competence driving test certificate is a **MUST**.
- **CH, DL or DM/CIE, CE, D1, D1E, D or C1** class is an added advantage.
- A Certificate in defensive driving or motor vehicle mechanics is an added advantage

- Minimum of three (3) years' working experience in a similar or related position
- Minimum of thirty (30) years of age.
- Computer literate.
- Good decision making
- Analytical and good communication skills
- High level of integrity, resilience and reliability
- Self-respect, team building and organizational skills.

Criteria for application

Interested candidates who meet the above requirements, should submit their applications, certified copies of academic certificates, transcripts and curriculum vitae giving full details of applicants' education, qualifications, experience (with evidence), present salary, three referees with their full postal, e-mail addresses and telephone contacts as well as the candidate's full address and e-mail to the address below not later than close of business on 23rd August 2024 or send soft copies to recruit@nfa.go.ug.

Only short listed candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

NFA is an equal opportunity employer and women are encouraged to apply.

Applications should be addressed to:

The Executive Director

National Forestry Authority

Plot10/20 Spring Road, Bugolobi

P.O. Box 70863, Kampala-Uganda

Tel: 0312 - 264035/6; 0414-360400