



AFENET Secretariat
Lugogo House, Ground Floor (Wings B&C)
Plot 42, Lugogo By-Pass
P.O BOX 12874, Kampala, Uganda
Tel: +256 417 700 650
Fax: +256 312 265 595
www.afenet.net

Job Opportunities

Date: August 1, 2018

Application deadline: August 8, 2018

Duty station: AFENET-FETP Offices- PHNEOC Building Cockerill North, Wilkinson road, Freetown, Sierra Leone

Background:

The African Field Epidemiology Network (AFENET) is a non-profit organization established in 2005 with a mission to improve human health through the strengthening and expansion of applied epidemiology and laboratory capacity in partnership with Ministries of Health, Non-Governmental Organizations, international agencies, private sector and other public health agencies. AFENET has its headquarters in Kampala, Uganda with operations in more than 30 African Countries.

AFENET seeks to fill positions of a Transport Associate (Driver) and Senior Transport Associate (Head Driver) which will be based at the AFENET-FETP Offices-Freetown in Sierra Leone with competent persons to support the FETP Field Operations.

Position 1: Transport Associate (Driver)

Reports to: Senior Transport Associate

Number of Vacancies: 3

Job Summary;

Your primary responsibility as a Transport Associate (TA) is moving individuals as well as properties in a timely, safe and courteous manner

Duties and responsibilities:

- Operating and carrying staff in the assigned official motor vehicle
- Maintain documentation for administrative use such as mileage and trip authorization tracking information
- Assist to process applications and renewal of motor vehicle licenses, fees and any other documentation
- Receive and ensure that office mail is delivered to respective destinations and follow through
- Maintain vehicles' logs and liaise with Administrator for regular review
- Ensure that the office vehicle is in good mechanical and functional condition
- Witness and ensure that defects are fixed at the contractual garage
- Observe traffic rules and regulations and maximum speed limits prescribed
- Report for work at the correct time and location with the correct attire and footwear (closed toe shoes)
- Report all safety, security and driving incidents to the line supervisor as soon as possible



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- Ensure routine check-up of vehicle and comply with the laws and AFENET policy regarding the use of mobile phones, smoking in the vehicle and the use of prohibited equipment whilst on duty.
- Should be able to multi-task, work for long hours and in stressful environments whilst maintaining professional composure
- May be required to frequently travel between organization worksites and should be willing to stay in the field for longer periods.
- Ensure that the assigned Vehicle is clean at all times.
- Handle any other duties as may be assigned from time to time

Qualifications & Competency requirements:

- West African Secondary Certificate Education (WASCE) -SS3
- A valid driver's license of class B
- 3-5 years' experience in driving and record of service from a reputable organization

Other Competences:

The preferred candidate must have the following competencies: -

- Knowledge of defensive driving will be an added advantage
- Good analytical and reporting skills
- Attention to detail
- Good teamwork skills
- Seeks continuous learning
- Demonstrate high level of integrity
- Good motor vehicle maintenance skills
- Basic knowledge of customer relationship management
- Basic knowledge of ICT is added advantage
- Basic logistics management skills

Position 2: Senior Transport Associate (Head Driver)

Reports to: Administrator

Number of Vacancies: 1

Application deadline: August 8, 2018

Job Summary:

Your primary responsibility as a Senior Transport Associate (STA) is to offer leadership role to the rest of the Transport unit and manage day to day fleet scheduling and dispatching of errands in line with the Program requirements.

Duties and responsibilities:

- Schedule office transport
- Maintain the fleet of vehicles
- Supervise the Transport Associates (Drivers)
- Operate and carrying staff in the assigned official motor vehicle
- Maintain vehicle trip log documentation and regularly review them
- Ensure that the vehicles are regularly fuelled and monitor fuel usage
- Prepare monthly vehicle fuel consumption reports
- Apply for & renew the motor vehicle licences
- Ensure that the vehicles are fully insured
- Keep vehicle maintenance records
- Receive and ensure that office mail is delivered to respective destinations and follow through
- Assigns motor pool vehicles to staff upon request, ensures staff are assigned a vehicle that suits the transportation needs of that staff, collects and tabulates mileages information and other data to ensure proper documentation, supervises parking lot of vehicles, maintains a computerized log of all vehicles attached to the pool, transfers pool car requisitions to specialized database, records car pool requisitions.
- Runs reports to ensure vehicles are promptly serviced, visually inspects vehicles to determine need for repairs, maintenance or servicing; shuttles vehicles between parking lots and service center when needed.
- Supervises extensive vehicle cleaning duties such as washing, vacuuming and waxing vehicles; fuels vehicles at fueling stations.
- Monitors parking lots to ensure entry and parking of vehicles; may assist with employees parking and admittance.
- Handle any other duties as may be assigned from time to time.



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Qualifications & Competency requirements:

- West African Secondary Certificate Education (WASCE) -SS3
- A valid driver's license of class B
- 5 years' experience in driving and record of service from a reputable organization
- A qualification in motor vehicle transport management or related field will be of an added advantage

Other Competences:

The preferred candidate must have the following competencies: -

- Knowledge of defensive driving will be an added advantage
- Good analytical and reporting skills
- Attention to detail
- Good teamwork skills
- Seeks continuous learning
- Demonstrate high level of integrity
- Good motor vehicle maintenance skills
- Basic knowledge of customer relationship management
- Basic knowledge of ICT is added advantage
- Basic logistics management skills

Remuneration:

Competitive based on qualification and experience

Submit your curriculum vitae, application letter, and relevant documentation to:

The Administration and HR Office email; sec@afenet.net or Hand deliver to: The **Administrator- AFENET-FETP-Offices PHNEOC Building Cockerill North, Wilkinson road, Freetown, Sierra Leone**

*ONLY successful candidates shall be contacted for an interview

Please note that all applications should be sent online or hand delivered by close of business, Wednesday August 8, 2018.

Note: More details about this position can be obtained from our website: www.afenet.net