

**POST NAME: DRIVER (1 POST) (TEMPORARY: CONTRACT POSITION)
REFERENCE NUMBER – KAPP3501**

LRP Scale: LRP3

Requirements:

- A minimum of 10 years schooling
- 2 year's appropriate experience
- Possession of a valid local driver's license
- Computer literacy (MS word, excel, outlook)
- Defensive driving certificate will serve as added advantage

Job Purpose:

To provide professional and responsive administrative support and to provide driver services to the Defence Attache.

Competencies:

- Possess excellent driver skills
- Good administrative skills and ability to focus on attention to detail
- Language skills (Working knowledge of English and Ugandan languages)
- Ability to plan, manage time and drive with care
- Technical proficiency
- Self-Management

Duties:

- Perform driver duties
- Administrative tasks
- Ensures maintenance of the vehicle
- Assist with the rendering of other tasks as required by the Supervisor

All applicants will be subjected to security clearance processes, qualification verification and other assessment processes.

APPLICATIONS:

- Please forward your application to the e-mail address indicated in the advertisement, quoting the reference number or post name in the subject line in order to receive an acknowledgement.

CLOSING DATE: 18 October 2024 - Applications received after the closing date will not be considered.

NOTES:

- Employees are hereby informed that for posts advertised, only employees who have completed the probation period, which is a satisfactory assessment for a period of 12 months in a position are eligible to apply. This would be applicable as at the closing date of the post.
- Applications must be submitted on form Annexure D Ch 3 (IIC) (duly completed and hand signed) obtainable from the website of the High Commissioner.

- Applications should be accompanied by a comprehensive CV and certified copies of qualifications and identity document or any other relevant documents.
- All appointments will be subjected to a process of security clearance.
- All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications.
- We thank all applicants for their interest.
- The High Commission reserves the right not to make appointments.
- Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

Applications:

Please e-mail your application to kampala.sahc@dirco.gov.za Please quote the post name in the subject line of the e-mail address in order to receive an acknowledgement.

Enquiries: kampala.sahc@dirco.gov.za