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THE REPUBLIC OF UGANDA

Uganda Vision 2040

MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT
P.O. BOX 7096
KAMPALA, UGANDA

13th November 2026

ADVERT TYPE: EXTERNAL ADVERT 2/2026

UGANDA CITIES AND MUNICIPALITIES INFRASTRUCTURE DEVELOPMENT (UCMID) OPERATION -

EXTERNAL RECRUITMENT FOR THE POSITION OF FLEET ASSISTANT/DRIVER

Pre-amble

The Government of Uganda (GoU), represented by the Ministry of Lands, Housing and Urban Development (MLHUD), is planning to launch a new program to support special urban needs for infrastructure improvement – the Uganda Cities and Municipalities Infrastructure Development (UCMID) Operation, which will be supported by a World Bank International Development Agency (IDA). The operation will be for 6 years, (FY 2026/27-2031/32), and will encompass support to climate-smart urban infrastructure development, institutional strengthening and capacity enhancement, support to core Ministries related to these activities, as well as to program management arrangements and institutional strengthening.

The UCMID is designed using the Bank's hybrid lending instruments – Investment Project Financing (IPF) and Program for Results (PforR), whereby disbursement is linked to actual results agreed upon and realized on the ground. To mitigate any capacity risks, the Government has decided to recruit an Operation Support Team (OST), which will assist the MLHUD and the participating sub-National entities in the implementation of the operation.

The Operation Support Team (OST) for the Uganda Cities and Municipalities Infrastructure Development (UCMID) Operation utilizes a blended staffing structure that integrates recruited technical experts with existing government personnel. This institutional arrangement is designed to provide high-level technical backstopping while ensuring deep alignment with Ministry protocols and long-term sustainability.

The Ministry recently concluded recruitment of Specialists and other support staff for the program. Accordingly there's need for urgent recruitment of program drivers to support the technical team.

The Ministry now invites applications from suitable candidates to fill the vacant position of Driver reflected in the External 2/2026.

Applicants should attach Curriculum Vitae, certified photocopies of UCE Certificate, a valid Ugandan driving permit class E or C/D , Certificate of Competence Driving from The Chief Mechanical Engineer /Ministry of Works and Transport, Certificate in defensive driving, Employment records and national identification.

The detailed Job Descriptions and Person Specifications can be viewed and applications sent to the Ministry of Lands, Housing and Urban Development portal: https://careers.mlhud.go.ug

The closing date for receipt of Applications is Friday 20th November 2026

Post: Fleet Assistant/Driver

Terms of Employment: Contract

Vacancies: 10

Minimum Age: 25

Maximum Age: 64

Job Purpose: To support the efficient operation of the Project's fleet by ensuring safe and timely transportation of personnel and goods, assisting with vehicle maintenance, and maintaining accurate records of fleet usage.

Minimum Qualification

1. At least UCE with 5 passes (or D grade for New Curriculum), including English language.
2. Possession of a diploma in a relevant field, such as motor vehicle mechanics, business studies, communication, administration, or a related field, is an added advantage.
3. Certification in Driving.
4. Valid driver's licence with a clean driving record.
5. Certified training in defensive driving from a recognized institution is mandatory.
6. A certificate in basic vehicle mechanics is a highly valued advantage.

Working Experience

Minimum of 5 years of accident-free professional driving experience in a formal environment driving for donor-funded projects or public sector bodies on upcountry field routes.

Demonstrated experience in vehicle maintenance, fleet management and keeping vehicle records. Experience transporting senior government officials, project staff and other authorised personnel.

A proven good driving record, supported by references from previous employers. Knowledge of road safety regulations, traffic laws and defensive driving practices.

Key Skills and Competencies

1. Familiarity with vehicle maintenance and basic mechanical knowledge.
2. Good communication skills.
3. Good interpersonal skills.
4. Good understanding of traffic laws and road safety practices.
5. Ability to use GPS and route planning tools.
6. Basic record-keeping and reporting skills.
7. Familiarity with vehicle maintenance and basic mechanical knowledge.
8. Good communication skills.
9. Good interpersonal skills.
10. Good understanding of traffic laws and road safety practices.
11. Exhibit high standards of integrity and ethical code of conduct.
12. Ability to execute basic vehicle fault-finding and preventative checks.
13. Skills in route planning, utilizing GPS navigation apps, and logbook accounting.

Duties

The incumbent will be responsible to the Transport Officer for performing the following duties: -

1. Drive project staff, partners, and authorized stakeholders safely to designated office locations, field assignments, and municipal project sites.
2. Ensure all cargo, field tools, and project equipment are securely loaded, balanced, and tied down before and during transit to prevent damage.
3. Conduct routine daily checks on vehicle vitals (including engine oil, coolant levels, tire pressure, braking systems, and electrical components) prior to vehicle deployment.
4. Maintain high standards of cleanliness for assigned vehicles, ensuring both the interior and exterior are washed and cleaned regularly.
5. Maintain accurate, up-to-date, and legible entries in the official vehicle logbook, meticulously recording mileage, fuel consumption, destinations, purposes of travel, and passenger details.
6. Monitor fuel consumption patterns, verify fuel efficiency, and proactively initiate requests for refuelling cards or vouchers to prevent travel disruptions.

7. Report mechanical defects, body dents, upcoming service milestones, or required repairs to the Fleet Supervisor immediately to ensure operational readiness.
8. Accompany the assigned vehicle during routine or emergency garage maintenance to verify that repairs are executed correctly and genuine replacement parts are fitted.
9. Identify mechanical faults and promptly report them to the responsible supervisor for appropriate action.
10. Monitor vehicle servicing schedules and ensure that vehicles are serviced and maintained in accordance with manufacturers' recommendations.
11. Account for fuel consumed and maintain proper records of fuel receipts and related vehicle expenditures.
12. Ensure that project vehicles are parked in designated and secure parking areas when not in use.

Dr. Mugunga Emmanuel F.
FOR: PERMANENT SECRETARY