

**VACANCY ANNOUNCEMENT**  
**JOINT CLINICAL RESEARCH CENTRE**



The Joint Clinical Research Centre (JCRC) is an indigenous medical organization that was established in 1991 as a limited liability not-for-profit Joint venture between the Uganda Ministry of Health (MoH), Ministry of Defense and Makerere University Medical School (now Makerere University College of Health Sciences). JCRC is located on plot 101 Lubowa Hill Off Entebbe Road P.O. Box 10005 Kampala.

Joint Clinical Research Centre seeks dynamic, motivated and innovative candidates for the position in the USAID LPHS Kigezi & Lango project based in Kigezi.

**About the JCRC USAID/LPHS- Kigezi & Lango:**

USAID's Local Partner Health Services – Kigezi & Lango is a five-year Activity implemented by Joint Clinical Research Centre (JCRC). The Activity aims to support the continuation of technical assistance for the implementation of a district-based, integrated package of quality HIV/AIDS and TB services to the beneficiary population in the 16 districts and one city in Kigezi & Lango regions. The main goal of the Activity is to increase the availability, accessibility and utilization of quality, integrated HIV and TB services. Additionally, the Activity will temporarily support lifesaving activities in the Ankole and Acholi regions.

**Job Title:** Transport and Logistics Officer- Locum

**Reports to:** Finance & Operations Manager- Locum

**Supervises:** Drivers & Sample Transporters

**Contract Duration:** Short-term contract

**Location:** Mbarara

**Job Purpose:**

Manage and control the effective use of organization's vehicles to ensure good stewardship as per JCRC and Donor Transport Policy and Procedures to ensure that fleet is maintained in the manner that will provide reliable transportation for effective implementation of project work.

**Duties and Responsibilities:**

- Facilitate the registration of Motor Vehicles, renewal of Road Licenses and Fitness.
- Maintain the Vehicle Database for proper review and monitoring.
- Ensure the issuance of a weekly travel matrix.
- Produce summary of vehicle usage reports.
- Scheduling & Routing of vehicles & drivers to ensure that members of staff needing transport are facilitated to carry out their various assignments.

- Facilitate healthy functioning and timely service of all vehicles and ensuring that all repairs carried out meet the required standard to minimize accidents and break downs.
- Ensure that comprehensive Insurance for all Motor vehicle/bikes is done and insurance claims are affected immediately after the accident has occurred.
- Be available 24hrs to aid in case of accidents or breakdowns and to effect emergence repairs by ensuring that there is appropriate security for project motor vehicles.
- Ensure that appropriate procedures and control on the issuance of fuel and lubricants is in place.
- Monitoring of vehicle movements through the tracking system as per standard procedures.
- Provide project vehicle logbooks to document and monitor vehicle transport utilization as per required JCRC standards and systems.
- Prepare monthly comparative analysis reports to ensure that fuel drawn on all vehicles & motorbikes to good use.
- Work in liaison with Supply Chain in recommending standard models of motor vehicles/bikes that meet required operational needs.
- Provide supervision and identify training gaps to drivers.
- Participate and support development and design of guidelines/policies that relate to fleet for JCRC for effective operations.
- Review of the accountability documentation from hired vehicles, garages, washing bays and other related
- Undertake additional assignments given by immediate supervisor.

#### **Required Qualifications:**

- The applicant must hold a Bachelors-level education/training or equivalent experience in Finance and Business Management or related technical fields.
- At least five (5) years of experience working on USG-funded projects, PEPFAR funding and reporting, and/or public health programs highly desirable.
- Demonstrated interest in and experience in organizational or individual capacity building and/or training.
- Experience with US Government-funded projects and acquisition and assistance rules and regulations.
- Demonstrated knowledge of granting procedures, from grant start-up, award management, to close out.
- Demonstrated competence to assess priorities and manage a variety of activities in a time-sensitive environment and meet deadlines with attention to detail and quality.
- Demonstrated attention to detail, ability to implement procedures, meet deadlines and work independently and cooperatively with team members.
- Ability to work independently, take initiative and manage various activities in a team setting with minimal supervision.
- Experience developing contracts and managing an acquisition process to completion.
- Strong time management/task prioritization skills.
- Computer literacy required (especially Excel, MS Word and Windows).
- Strong communication and interpersonal skills.
- A proven ability to work as part of a team and to be self-managing

**Job application procedure**

All applications should be addressed to; The Head Human Resources, Joint Clinical Research Centre, Plot 101 Lubowa Campus off Entebbe Road, P.O Box 10005, Kampala-Uganda via Email at [jobs@jcrc.org.ug](mailto:jobs@jcrc.org.ug). Applicants are **STRICTLY** advised to apply with a cover letter and CV combined in one PDF document not exceeding six pages.

**Deadline:** Friday 15<sup>th</sup>, August 2025

- Failure to follow instructions while applying will automatically lead to disqualification.
- Only shortlisted candidates will be contacted
- Successful applicants will be required to start immediately after appropriate screening checks.

**Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification. The public is further strongly advised to be vigilant about fraudsters masquerading to be recruiting on JCRC's behalf using Whatsapp and other unofficial means of communication.**