

JOIN CLINIC RESEARCH CENTRE



JOB ADVERT

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 College of Health Sciences). JCRC is located on plot 101 Lubowa Hill Off Entebbe Road P.O. Box 10005 Kampala.

A vacancy at JCRC exist for a well-qualified and experienced person to be filled as indicated below;

Job Title: Driver (two positions)

Department: Transport

Reports to: Head Transport

Duty Station: Lubowa-JCRC Headquarters

Directly Supervises: None

Job Summary: To transport JCRC staff and supplies (Drugs, Laboratory Reagent, Sundries and other items) from and to the required destination in accordance with transport schedules and procedures. He/she shall Keep and update a log of vehicle movement and ensure that the vehicle is in proper and safe condition at all times.

Duties and Responsibilities:

1. Complete and submit all necessary paperwork, such as dispatch sheets and any other paper work required for effective delivery of JCRC supplies.
2. Deliver and pick items, documentation and ensuring accurate capture of what the item/documentation is, who received the item, and obtaining proper signatures.
3. Responsible for the cleanliness, safety and security of the vehicle and its contents, to prevent loss, damage or accidents.
4. Ensure that the vehicle is in proper and safe condition prior to use and accept responsibility to report any damage or mechanical malfunctions that exist.
5. Keep and update a log of vehicle movement and records any critical occurrences.
6. Advise the Transport officer on vehicle maintenance and service schedules, license requirements and any other repairs.
7. Maintain an excellent driving records.
8. Transport employees, stakeholders, and other individuals as directed in a safe and responsible manner.
9. Any other duties as may be assigned from time to time.

Qualifications, experience and knowledge required:

1. A minimum of Advanced Level Certificate with training in Automobile Mechanics, Defensive Driving and First Aid.
2. Driver's License and good driving record.

3. Knowledge of MS packages will be an added advantage.
4. At least 2 years of driving experience in a large organization.
5. Demonstrate dependability and self-motivation.
6. Training in defensive driving will be an added advantage.
5. Maintain high level of personal integrity and reliability. Be willing to work extra/overtime hours as needed according to departmental workload.

Application Procedure

- All applications should be addressed to The Manager Human Resource & Development Joint Clinical Research Centre via 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, quoting clearly the Position in the subject line e.g. Project Manager-Clinical Research.
- Label the PDF document with your full name.
- Failure to follow the above application procedure will lead to automatic disqualification.

Deadline: Friday 29th August, 2025 at 5:00pm.

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.