

To transport JCRC staff and supplies 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:

- Complete and submit all necessary paperwork, such as dispatch sheets and any other paper work required for effective delivery of JCRC supplies
- Deliver and pick items, documentation and ensuring accurate capture of what the item/documentation is, who received the item, and obtaining proper signatures.
- Responsible for the cleanliness, safety and security of the vehicle and its contents, to prevent loss, damage or accidents.
- 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.
- Keep and update a log of vehicle movement and records any critical occurrences.
- Advise the Transport & Logistics officer on vehicle maintenance and service schedules, license requirements and any other repairs.
- Maintain an excellent driving record
- Transport employees, stakeholders, and other individuals as directed in a safe and responsible manner.
- Any other duties as may be assigned from time to time.

Qualifications & Experience;

- A minimum of Ordinary Level Certificate with training in Automobile Mechanics, Defensive Driving and First Aid
- Driver's valid license and good driving record. Classes: B, CM, DL
- At least 5 years of driving experience in an NGO organization Preferably USG Funded.
- Ability to communicate with officials and guests in a relaxed but competent and professional manner.
- Ability to work effectively with a diverse group of staff, implementing partners and beneficiaries.
- Language Proficiency: Ability to speak, read, and write in English fluently
- Demonstrate dependability and self-motivation.
- Maintain high level of personal integrity and reliability. Be willing to work extra/overtime hours as needed according to departmental workload.

Job Title: Fleet Officer

Duty Station: Kampala

Reports to: Finance and Operations Manager

Supervises: Drivers

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

Specific 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 and 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

Qualifications, Skills and Experience

- The ideal applicant for the position should hold Bachelor of Logistics & Supply chain management, BBA-Option Logistics & Procurement, Transport and Logistics and other related.
- Diploma in Motor Vehicle Mechanics is an added advantage
- At least 5-8 years of proven and practical experience of fleet management experience with a Reputable NGO preferably in a donor setting.
- Diploma or bachelor of motor vehicle mechanics.
- Good report writing and supervision skills.
- Fluency in English both written and spoken.
- Good Communication and interpersonal skills essential
- Critical Thinker and ability to make decisions.

- Ability to work in a multicultural environment with NGO experience is added advantage.
- Must be computer literate High professional ethics and proficiency.

Application Procedure;

- All applications should be addressed to The Head Human Resources at 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. Senior Lab Advisor.
- Label the PDF document with your full name.
- Failure to follow the above application procedure will lead to automatic disqualification.
- Detailed job descriptions can be obtained from the JCRC Website. Via this link <https://www.jcrc.org.ug/resources/jobs-vacancy-announcements/>

Deadline: Friday 25th September, 2026 at 17:00 hours.

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