



## Employment Opportunity

### **Background:**

The Infectious Diseases Institute (IDI) is a Ugandan not-for-profit organization whose mission is to strengthen health systems in Africa, with strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment; Training, Research, Laboratory services (including the CAP-certified IDI Core Lab & Translational Lab), Global Health Security and Health System Strengthening.

With support from the US Government (USAID), IDI is implementing a 5-year (2020–2025) Project- Program for Accelerated Control of TB in Karamoja (PACT-Karamoja). The project aims to scale up evidence based and high impact interventions towards achievement of 90% treatment coverage and treatment success rate in all districts of North Eastern sub-region of Uganda. In collaboration with key stakeholders in the region, PACT-Karamoja provides technical assistance to district health teams to deliver high impact and innovative interventions that are in line with current national and global TB guidelines in Karamoja sub-region. USAID PACT-Karamoja focuses on regional and district structures for the management of drug-susceptible TB, drug resistant TB and TB preventive services in the districts of Abim, Amudat, Kaabong, Karenga, Kotido, Moroto, Nabilatuk, Nakapiripirit and Napak.

In order to successfully implement the project, IDI is looking for a competent and experienced individual to fill the position below. Qualifying candidates who hail from the Karamoja Region will be given priority.

**Position: Locum Transport Assistant**

**Vacancy Code: TAPACT011**

**Reports to: Finance and Administrative Assistant**

**Duty Station: Moroto or Kotido**

**JOB PURPOSE:**

The transport assistant provides safe and reliable transportation of project staff, visitors and materials, keeps the project vehicle /sin good mechanical and functional condition and ensures compliance with all vehicle related legal and institutional/management requirements.

**Key Duties and Responsibilities**

- To provide safe, comfortable and reliable transportation for Institute staff and partners/ visitors including but not confined to, travel within and outside Kampala, and all other locations as maybe required by authorized staff on Institute business. This includes ensuring that safety belts are worn at all times, there is no smoking in the vehicle and that no alcohol is consumed before driving etc...
- To transport the Institutes materials and supplies to various destinations as required by authorized staff on Institute business.
- To deliver mail and materials as well as any other written or verbal communication to and from locations designated by authorized staff.
- To keep the Institute vehicle in good mechanical and functional condition including but not confined to regular fueling, servicing and cleaning of the interior and exterior.
- To perform regular preventive maintenance and minor repairs where possible.
- To notify the Finance and Administration Assistant of any major car repairs necessary and to assist in arranging and overseeing/ supervising such repairs.
- To ensure that all required documentation for administrative use such as mileage, fuel usage and trip authorization tracking information is kept up to date at all times in the prescribed manner.
- To ensure that all legal, institutional and local government requirements and dues are met in good time and / or regularly renewed e.g. Third party and Comprehensive Insurance, Parking Fees, Registration and License set c...
- To ensure that all reasonable measures are taken to protect the Institute vehicle from theft or damage e.g. by ensuring that it has adequate security and accident features such as alarms and “bullhorns”
- To run general Institute errands and assume other duties as assigned by the Finance and Administration Assistant to ensure the sound functioning of the office and achievement of project goals.

## **Person Specifications**

- UACE and UCE certificates
- Level of Permit-class DM & DL
- Minimum of two years' experience working in a public, private sector or international NGO environment
- Good communication skills
- Ability to work with in a team environment
- Excellent skills in flexibility and reliability

## **How to apply;**

Candidates that meet the above criteria and have what it takes to excel in these positions should send their CVs, including details of email address, present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact to the stipulated email address not later than **5<sup>th</sup> March, 2021**. ***Email your application and CV to [hr@idi.co.ug](mailto:hr@idi.co.ug)***

## **Key Notes:**

- 1. IDI is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process.*
- 2. Internal candidates who meet the required specifications and have worked with IDI for a period of at least one year will be given priority.*
- 3. Make sure that your application letter, CV and certificates are attached as one document.*
- 4. Indicate the Vacancy Code as the subject line of your email.*
- 5. Please note that if you DO NOT indicate the vacancy code as instructed above, your application will not be considered.*
- 6. Any form of canvassing will lead to automatic disqualification.*
- 7. Only shortlisted candidates will be contacted.*

## **The Senior Human Resource Manager**

**Infectious Diseases Institute — IDI Knowledge Centre, Makerere University Main Campus**

**College of Health Sciences, Makerere University**

**P.O. Box 22418, Kampala, Uganda**