



THE AIDS SUPPORT ORGANISATION (TASO UGANDA)
INTERNAL VACANCY ADVERTISEMENT
(External Candidates are also encouraged to apply)
VA No. TASO-2026-HR/2

The AIDS Support Organization (TASO Uganda), is an Organisation contributing to quality health and social interventions with emphasis on HIV/AIDS, TB, Malaria, and emerging public health threats, through health and community systems strengthening, research, and capacity development in Uganda and other countries. TASO is implementing various projects and requires the services of dedicated, competent, innovative and result-oriented individual for employment on a contract basis for the post below;

Job Title: REF: TS/HR/ OPFN/1: Driver (2)
Classification: Contract, Full-time
Reporting to: Fiscal Administrator
Salary: Commensurate with training and experience
Duty Station: TASO Rukungiri and TASO Tororo Center of Excellence (CoE)
Directly Supervises: None

Main Purpose of the Job: To drive TASO vehicles, monitor their condition, and inform the supervisors of the condition of the vehicles and any maintenance or repair work necessary plus safe delivery of TASO supplies and commodities and other assigned logistics.

Key Outputs

- TASO vehicles carefully and safely driven
- Condition of vehicles reported to supervisors
- TASO Vehicles well looked after
- Record of vehicle movement maintained
- Distribution of logistics to respective place done

Key Duties and Responsibilities

1. Drive TASO motor vehicles as instructed
2. Ensure maximum security of vehicle and its accessories when under his/her charge
3. Ensure vehicle is insured and fuelled
4. Ensure vehicle is fully equipped with First aid kits
5. Ensure safety of passengers and cargo under his charge
6. Check for road worthiness of vehicle before use
7. Monitor condition of all vehicles within and promptly report the condition to superiors.
8. Make follow-ups on vehicle repairs and servicing, to ensure that they are done as required
9. Check on vehicles licenses as required by law
10. Make requests for repair and service works
11. Report any accident incidents the vehicle gets involved into to supervisor and police as required
12. Carry out minor repairs and adjustments on the vehicles, and maintain their cleanliness
13. Check oils viscosity and mileage for full service
14. Seek or provide necessary technical advice as and when necessary
15. Record total mileage cover
16. Maintain a good record of all activity details including journeys and stopovers as assigned.
17. Maintain records of vehicle servicing, repairs and Insurance.

18. Ensure health, safety, and security in your area of operation
19. Promote the vision, mission and the values of TASO as expressed in the policies, regulations and guidelines of the organisation
20. Ensure distribution of supplies and commodities to assigned destinations
21. Any other duties and may be assigned by the supervisor

PERSON SPECIFICATIONS: Driver

Minimum Academic Qualifications: Uganda Certificate of Education (O 'Level School Certificate). Advanced Certificate of Education (A' Level School Certificate) will be an added advantage. **Possession of a Valid Driving Permit for the Class of vehicles assigned (DM & DL) is a Must.**

Minimum Experience and Exposure: 4 years as a Driver and practicing in a reputable organisation or firm.

Special Knowledge: Training in vehicle maintenance, Knowledge of traffic laws and rules, Highway code and Report writing skills.

Key Skills: Defensive driving (Vehicle control and maneuver), Interpersonal relations and Ability to deal with security threats.

Other Qualities/Attributes: Good Etiquette, courtesy, patience, respect and integrity.

Application Procedure

Only qualified candidates who meet all the above requirements are invited to submit their resume, copies of **certified** academic certificates, testimonials and three referees, two of who should be the **present employer / immediate supervisor or last employer if unemployed, or any other if it is the first employment being applied for. None of the referees should be a relative, friend or business associate.** All referees' designations should be stated and contact details included i.e. physical address, telephone/ mobile numbers and email contacts.

All interested Candidates **MUST** fully fill the TASO Online Job Application Form, scan and save all the relevant documents as **one document (labeled with candidate's full names)** and forward **only** online applications with the relevant credentials to:

<https://www.cognitofirms.com/TASO1/TASOApplicationForm-Onlineform>

Please visit the TASO Website at www.tasouganda.org to access the detailed job advert. Also note that only applications received online shall be considered.

Posting Date: 13th April 2026

Closing Date: 27th April 2026 at 5:30pm

TASO has a Zero tolerance for Fraud, Sexual Exploitation, Sexual Abuse, and Sexual Harassment. For any case of suspected fraud, data fraud, sexual exploitation, sexual abuse, and sexual harassment, please contact; compliance@tasouganda.org or fraudalert@tasouganda.org or pseahalert@tasouganda.org, or call TOLL FREE LINE 0800 200 081

While TASO appreciates all the interested applicants, only shortlisted candidates will be contacted for interviews. In case you do not hear from TASO Uganda One (01) month after the closing date, please consider yourself unsuccessful.

Please note that any form of canvassing will lead to automatic disqualification

