

Terms of Reference (ToR)

Position Title: Project Field Driver

Project: RESAF

Reporting to: Administrator

1. Background

Uganda Landcare Network is implementing the Restore Africa program funded by Climate Asset Management (CAM) through the Global Evergreening Alliance (GEA) aimed at planting 25 million trees across selected districts within Uganda.

The project involves extensive field activities in Mubende, Kasanda, Sembabule, Lyatonde and Kiboga districts which require reliable transport services to ensure effective implementation. The Project Field Driver will provide transport support to project staff and ensure the vehicle is maintained in a safe and serviceable condition.

2. Objectives of the Position

To provide safe, reliable, and timely transportation services for project staff and goods, and to ensure the project vehicle is well-maintained and operated in accordance with the organization's transport policies.

3. Key Duties and Responsibilities

- Drive project staff and visitors to field locations, meetings, and other official errands as requested.
- Ensure the vehicle is clean, properly maintained, and regularly serviced.
- Maintain a logbook of vehicle movements, fuel consumption, and service schedules.
- Carry out basic vehicle checks (oil, water, brakes, tires, battery, etc.) and report any mechanical problems promptly.
- Adhere to traffic laws and organizational policies on vehicle use.
- Ensure passengers wear seat belts and that safety procedures are followed.
- Support logistics activities such as delivery and collection of documents, parcels, and procurement items.
- Assist in loading and unloading project materials and equipment when required.
- Maintain confidentiality, professional conduct, and a courteous demeanor with passengers and stakeholders.

4. Qualifications and Experience

- Valid driver's license (preferably class DL or as applicable in-country).
- Minimum of [3–5] years' experience as a driver with a reputable organization, preferably in NGO or project field operations.

- Knowledge of basic vehicle maintenance and mechanical skills.
- Ability to communicate in English and local languages.
- Knowledge of the project area or field terrain is an added advantage.

5. Competencies and Personal Attributes

- High level of integrity, responsibility, and commitment.
- Good interpersonal and communication skills.
- Ability to work under pressure and meet deadlines.
- Punctual, dependable, and flexible.
- Knowledge of basic first aid and defensive driving is desirable.