



## ADVERTISEMENT FOR VACANT JOBS

The Microfinance Support Centre Limited (MSC) was incorporated in 2001 as a company limited by guarantee, as part of GOU's effort to promote access to affordable financial services for increased employment and wealth. The company offers affordable finance through its network of 13 regional offices spread throughout the country as well as through its networks of over 160 Agency SACCOs. It gives priority financing to enterprises in the agricultural value chain namely: production, value addition and marketing. Besides credit, MSC provides capacity building to its clients including SACCOs, Groups and Cooperative Unions to enable them to enhance their sustainably.

Following the process of corporate renewal that the Company is undertaking, MSC seeks to recruit suitably qualified and highly skilled persons with integrity, energy and a strong passion to create wealth and have a real impact on the lives of active poor Ugandans. MSC, therefore, wishes to fill the following vacant position(s) in its establishment.

Position: Logistics Assistant  
Reports to: Operations Assistant/ Operations Officer

**Purpose:**

To provide car-driver services to authorized passengers and/or items.

**Key Result Areas:**

1. Driving and ensuring the safety of all authorized passengers
2. Timely delivery of official correspondences
3. Well-maintained official cars
4. Adherence to all transport policies and procedures

**Key Accountabilities /Key Tasks:**

1. Drive MSC vehicles / authorized passengers to specified destinations as approved by the supervisor in line with the MSC vehicle use & management policy
2. Deliver packages, goods, mail & parcels and any other information to specific people, places and offices in line with MSC policies.
3. Carry out physical inspection/checks of the vehicle status/condition e.g. engine oil, nuts, water, battery water, license, insurance, brakes, tyre pressure, etc. before any journey and carry out regular repairs like correcting hard start, tightening bolts and nuts, topping up battery water, etc. in line with MSC policy.
4. Monitor the security of vehicles, authorized passengers and luggage in line with vehicle policy.
5. Report all major and minor damages and accidents on the vehicle at hand to the supervisor using relevant documentation/forms per the MSC Vehicle Use & Management Policy
6. Keep proper records of logbooks for fuel consumption, timely & accurate recording of and ensure fuel provided by the organisation is used for only authorized work in the field.
7. Prepare and submit accurate, complete and timely vehicle monthly reports in line with the MSC vehicle Use & Management Policy
8. Maintain a high standard of professionalism
9. Ensuring that assigned vehicles are clean at all times while at the office and in the field.
10. any other duties as may be assigned by the supervisor and management

**Qualifications and Experience:**

- A certificate of an Ordinary Uganda Education Level Certificate
- A clean Driving Permit Class B
- A certificate in Defensive driving is a must.
- Continuous five (5) years of driving experience in formal employment.
- A certificate or qualification in motor vehicle maintenance will be an added advantage.

**Competencies/Person Specifications:**

- Ability to speak English. Kiswahili is desirable.
- Ability to build relationships and relate well with others to facilitate the accomplishment of work targets.
- Ability to manage self
- Ability to understand and work in a customer-centric environment.
- Ability to adapt to traffic and weather conditions.
- Ability to pay attention to detail

Candidates with the requisite qualifications and experience should send their applications with detailed Curriculum Vitae together with copies of certified academic certificates with at least 3 referees in properly sealed envelopes to the address given below clearly stating the job title applied for on the top right-hand corner, to be received no later than **15<sup>th</sup> March 2024 at 05:00 pm**. Applicants are encouraged to submit their job applications earlier before the closing date. Shortlisted candidates will be informed of the status of their applications by March 25, 2024.

**Job Applications should be addressed to:**

The Recruitment Specialist  
The Microfinance Support Centre Limited,  
Plot 32, Nakasero Road  
P.O. Box 33711 KAMPALA

At the point of submission of the job application, applicants will be required to fill out a Job Application Summary Form. MSC is an equal opportunity employer and is open to a transparent recruitment process. Any form of lobbying /canvassing for support will lead to the automatic disqualification of the concerned candidate. Submission of falsified academic documents and/ or false information regarding their experience and qualifications will lead to automatic disqualification and possible prosecution.