



The Microfinance Support Centre Ltd
Plot 32, Nakasero Road, Kampala
P. O. Box 33711 Kampala, Uganda
Tel: 041-4233 665/ 031- 263 779, Fax: 041-4233 673
Email: msc@msc.co.ug

ADVERTISEMENT FOR VACANT JOB

Position: Logistics Assistant
Reports to: Senior Administration Officer

Purpose:

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

Key Result areas

1. Vehicle and equipment maintained in safe and sound condition
2. Safety of authorized passengers guaranteed
3. Timely delivery of official correspondences
4. No. transport / other logistics policies and procedures observed
5. Valid license to operate vehicle/machinery

Key tasks:

1. Drive authorized passengers assigned by the transport officer
2. Deliver items/correspondences/other material safely and promptly when deployed.
3. Maintain assigned vehicle/other equipment in a clean and sound mechanical condition of the car daily.
4. Maintain a valid license at all times
5. Undertake regular preventative and vehicle /machinery service routines
6. Compile mileage and maintenance log sheets and submit them for review.
7. Attend and participate in the deliberations of the Zonal Loans Committee.
8. Perform any other duties as assigned by the supervisor

Qualifications and experience:

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

Competencies/Person Specifications:

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

Candidates with the requisite qualifications should send their application 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 corner to be received not later than **18th February 2026**. Shortlisted candidates will be informed of the status of their applications by **4th March 2026**.

Job Applications should be addressed

to:

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

MSC is an equal opportunity employer and is open to transparent recruitment processes. Any form of lobbying /canvassing for support will lead to 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.

The Microfinance Support Centre Ltd, Plot 32, Nakasero Road, Kampala, P. O. Box 33711 Kampala, Uganda

Tel: 031 241 5661/ 031 226 4934/031 241 5676, Tollfree: 0800 201010, Web:

<https://www.msc.co.ug>, Email: msc@msc.co.ug

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