



MAKERERE UNIVERSITY BUSINESS SCHOOL

Plot 21A Portbell Road, P. O. Box 1337, Kampala,
General Line: 0414-338130, Email: schsecretary@mubs.ac.ug

JOB OPPORTUNITY

Makerere University Business School (MUBS) is a Public tertiary Institute affiliated to Makerere University with the mandate to provide business and management education in the country. MUBS seeks to attract and retain talented individuals in a positive, diverse, healthy and safe work environment.

Applications are invited from suitably qualified Ugandans to fill the position of Driver at Makerere University Business School.

POSITION: DRIVER (01)

SALARY SCALE : PU 15

REPORTS TO : THE MANAGER, ESTATES AND WORKS SECTION

POST PROFILE FOR THE DRIVER

The Driver shall:

- i. Be responsible for the provision of safe, reliable, and efficient transport services for the School by driving staff, students, and official visitors.
- ii. Ensure proper maintenance of assigned vehicles.

KEY DUTIES AND RESPONSIBILITIES:

- i. Drive School vehicles to transport staff, students, materials, and official visitors as required.
- ii. Ensure the safety of passengers and goods during transit.
- iii. Maintain the assigned vehicle in good working condition by carrying out daily checks (fuel, oil, water, tyres, brakes, etc.).
- iv. Keep the vehicle clean and report any faults or required repairs promptly to the Manager, Estates & Works Section.
- v. Maintain accurate records of vehicle movements, mileage, fuel consumption, and service schedules.
- vi. Adhere to traffic laws, institutional regulations, and occupational safety standards at all times.
- vii. Support the delivery and collection of documents, equipment, and other items as assigned.
- viii. Assist in logistical arrangements for School functions, workshops, and field activities.
- ix. Perform any other related duties as may be assigned by the Manager, Estates & Works Section.

DESIRABLE ATTRIBUTES:

- i. Ability to drive safely and responsibly under different road and weather conditions.
- ii. Ability to detect minor mechanical faults and take preventive measures.

- iii. Ability to maintain accurate vehicle records and logs.
- iv. Ability to demonstrate integrity, reliability, and respect for institutional property.
- v. Ability to relate well with staff, students, and visitors in a professional manner.
- vi. Ability to remain calm and resourceful in emergency or high-pressure situations.
- vii. Ability to work long and flexible hours when required.

PERSON SPECIFICATION:

1. Uganda Certificate of Education (UCE) or its equivalent.
2. A valid driving permit (minimum Class B; possession of additional classes such as CM, DL is an added advantage).
3. At least five (5) years of accident-free driving experience in a reputable organization.
4. Defensive driving certificate and basic mechanical skills will be an added advantage.
5. Good knowledge of traffic laws and Kampala/Upcountry routes.

HOW TO APPLY:

Interested and qualified persons are invited to submit three (3) copies of their application together with the following:

- a) A detailed and current Curriculum Vitae.
- b) Names and addresses of three referees (1 Academic and 2 Professional) who should be advised to send reference letters direct to the Chief Human Resources, MUBS under confidential cover, plus their postal, telephone and email addresses. Applicants are requested to ensure that at least two (2) of the three referees have forwarded reference letters concerning the application at the time of submission.
- c) Certified copies of academic transcripts and certificates. Original documents should not be sent at this stage.

Sealed applications marked "CONFIDENTIAL" and bearing the title of the post in the right hand corner of the envelope must be forwarded to reach the Chief Human Resources, at the address indicated below, not later than **September 5, 2025**.

**THE CHIEF, HUMAN RESOURCES
MAKERERE UNIVERSITY BUSINESS SCHOOL
PLOT 21A, OLD PORTBELL ROAD
P.O. BOX 1337**

KAMPALA - UGANDA

For more information:

Visit our website www.mubs.ac.ug

Email: hrd@mubs.ac.ug (*electronic applications can be sent to this email*)

Tel: 0414 338 131