



**Link Community Development Uganda**  
**Job and Person Specifications: Project Assistant**  
**(Kampala)**

**Job Title:** Project Assistant (Kampala)

**Overall purpose of job:**

- To ensure that LCD vehicles are operated safely and in accordance with LCD policy and procedures
- To assist other project staff in the delivery of the LCD programme.

**Reporting to:** Programme Director

**Location:** LCD Kampala office in the Directorate of Education Standards Kyambogo Banda

**Working Hours:** 8.30 am – 5.00 pm - Monday to Friday

**Terms and Conditions**

- The post is for a two year contract (*Upon satisfactory completion of a 6 month period of probation*)
- Starting salary Ug Shs 355,500/= gross taxable per month
- Health insurance
- Employers National Social Security Fund (NSSF) contribution

**Leave:**

29 working days a year (Expectation of majority taken during school holidays and over Christmas break and New Year)

**Core Responsibilities**

**Vehicles**

- Cleaning vehicles at least twice a week.
- Checking basic maintenance (oil, coolant, water, tyre pressure, battery water) at least twice a week.
- Ensuring that licence and insurance are up to date.
- Logging mileage- for every journey.
- Conducting minor service every 5,000 km.
- Ensuring that vehicles are taken for major service every 20,000 km.
- Ensuring that vehicles are taken to the garage in good time when faults emerge.

**Programme support**

- Assisting in general office and administration duties
- Help in running office equipment : photocopier, computers etc
- Picking up and delivering project materials, correspondence and documentation.

- Drive LCD staff and visitors to various destinations

### **Skills**

- Ability to drive manual operated vehicles
- Defensive driving skills
- Computer literacy
- Good command of English (Spoken and written) a MUST.

### **Experience**

- At least 5 years driving experience of manual operated vehicles

### **Qualifications**

- At least A level certificate
- A genuine Uganda driver license (Classes A, B and C)
- Clean driving record

### **Added Advantages**

- NGO experience
- Ability / experience in basic mechanics
- Good knowledge of vehicles

### **The Person**

- Pleasant, social, hardworking, with good interpersonal skills and spirit of team work / building
- Disciplined and good mannered
- Self – motivated and able to work under minimum supervision
- Willingness to work for longer hours

**Note:** The duties listed herein are intended to provide clarity regarding management expectations of performance. However they do not represent an exhaustive list. Duties may be changed from time to time, and employees are expected to respond to any other reasonable request for assistance made by the Programme Director.