



**Date: 2<sup>nd</sup> June 2025**

**External Job Advertisement (To the general Public)**

Uganda Post Limited (T/A) Posta Uganda is inviting qualified persons who meet the stated minimum requirements to apply for the vacancies that exist within the Company. Interested candidates should send their application letter and attach certified copies of academic transcripts and certificates as well as a detailed CV to reach the address below not later than **17<sup>th</sup> June 2025**.

**The Head, Department of Human Resource and Administration,**

**Posta Uganda**

**P.O Box 7106**

**Kampala**

**Please Note:**

1. Applications received after the deadline will not be considered.
2. Candidates who do not receive feedback within a month from the deadline should consider their applications unsuccessful.
3. Posta Uganda is an equal opportunity employer. Women are particularly encouraged to apply.
4. Any form of lobbying or canvassing for appointment shall lead to automatic disqualification.
5. Candidates shall be required, among others, to present the following:
  - Endorsement Letter duly stamped by their Local Council 1 Chairperson
  - Three Reference Letters.
6. Prior to appointment on the job, Posta Uganda shall carry out independent reference checks for all the documentation mentioned above.



7. Applicants **MUST** indicate the position applied for on the top right-hand corner of the envelope in which the application is enclosed.
8. All Mail Handler job applicants **MUST** indicate the stations to which they prefer being deployed, as failure to do so will lead to automatic disqualification of the candidate.

<b>1.</b>	<b>Job Title:</b>	<b>Post Bus Driver (06 Positions)</b>
	<b>Duty Station:</b>	<b>GPO Kampala</b>
	<b>Level:</b>	<b>Six (06)</b>
	<b>Reports to:</b>	<b>Post Bus Supervisor</b>

### **PURPOSE OF THE JOB**

Ensure proper maintenance and handling of the Post Bus to guarantee the safety of passengers, mail, and third parties.

### **DUTIES AND RESPONSIBILITIES**

1. Maintain a valid driver's license with the required classes and adhere to all driving rules and regulations.
2. Operate the Post Bus safely and in accordance with traffic laws and regulations.
3. Follow predetermined routes and schedules to ensure timely mail delivery and passenger delivery.
4. Performance routine checks on the Post Bus to ensure it is in good working condition, including checking oil, fuel, tires, lights, and brakes.
5. Maintain accurate records of miles traveled, fuel consumption, and any incidents or issues encountered during the route.
6. Ensure the security of mail items and maintain the confidentiality of customer information.



7. Be prepared to respond to emergencies, providing first aid or other assistance as needed.
8. Adhere to all the postal and transportation regulations, procedures, and standards.
9. Help passengers with special needs, such as elderly or disabled individuals, ensuring they receive appropriate assistance.
10. Occasionally check passengers and luggage to ensure complete ticketing by the conductor
11. Ensure cleanliness, safety, and safe custody of the post bus after work.
12. In liaison with the bus conductor, manage relationships with brokers, local authorities, and other relevant authorities to maintain supreme respect for the Post Bus.
13. Fill in and sign the Daily Bus Return and deliver it to the supervisor immediately upon arrival at headquarters.

### **KEY PERFORMANCE INDICATORS**

- i. Accident rate
- ii. Passenger satisfaction rates
- iii. Safety incidents
- iv. Fuel efficiency
- v. Post bus maintenance record
- vi. Driver behavior
- vii. Vehicle cleanliness.

### **PERSONAL SPECIFICATIONS**

<b>Minimum Qualifications</b>
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| <ul style="list-style-type: none"><li>● General Education</li></ul> |
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- MUST have a valid driver's permit with classes CE, D, D1, D1E, D, DE
- Must have a current passenger bus drivers' badge issued by the Ministry of Works and Transport and or a Passenger Bus Driver's license issued by the Transport Licensing Board.
- Defensive Drivers' certificate obtained from a registered defensive driving training institute.

### **Working experience**

Five (04) years of working experience as a passenger bus driver three of which MUST have been attained from driving a passenger bus.

### **Competences**

- a. Proficient in operating buses of various sizes and types
- b. Knowledge of traffic laws, regulations, and safety procedures
- c. Friendly and courteous demeanor when interacting with passengers
- d. Knowledge of bus routes, stops, and schedules
- e. Clear and effective communication
- f. Time management
- g. Ability to fix minor mechanical problems
- h. Upholding professional standards of conduct and integrity.