

JOB DESCRIPTION

BUS DRIVER – WEST NILE REGIONAL INFORMATION HUB

Position Summary

The Bus Driver will support the Youth Inclusion in Governance and Accountability (YIGA) project by operating the project media bus, a mobile platform that enables rural journalism and community engagement in hard-to-reach areas. The role focuses on safely transporting staff, training equipment, production gear, and materials to communities, schools, and outreach venues across the West Nile region.

The Bus Driver will play a key operational role in enabling the team to reach remote communities, supports content production, facilitate training, host community sessions, and strengthen youth and civic engagement at the grassroots level. The position requires reliability, strong driving skills, good care of the vehicle and equipment, and a willingness to work in diverse field conditions.

Key Responsibilities

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1. Vehicle Operation and Safety

- Safely drive the media bus to field locations, communities, schools, and event venues.
- Transport project staff, facilitators, trainers, equipment, and materials as required.
- Conduct regular vehicle checks and ensure the bus is clean, roadworthy, and ready for use.
- Comply with traffic regulations and organizational safety standards at all times.
- Report any mechanical issues, damages, or safety concerns promptly.

2. Field and Logistics Support

- Support the movement of the media bus as a mobile platform for rural journalism and community storytelling.
- Load, secure, and offload training and production equipment carefully.
- Ensure timely arrival at community meetings, trainings, dialogues, school engagements, and other project activities.
- Provide basic logistical support during field activities when required.
- Remain flexible and responsive to changing field schedules.

3. Vehicle Care and Record Keeping

- Keep the bus clean, organized, and in good working conditions.
- Monitor fuel levels, tyre conditions, and general vehicle performance.
- Maintain accurate records of mileage, fuel usage, and trips.
- Support scheduled servicing and ensure the vehicle remains available for project work.

4. Coordination and Professional Conduct

- Work closely with Project Officers and field teams to understand daily transport needs.
- Communicate clearly about routes, timing, delays, or challenges.
- Represent the project professionally while in communities.
- Uphold organizational values of safety, respect, and accountability.
- Perform any other related duties assigned by management.

Qualifications and Experience

- Valid driving permit (Class C).
- Minimum of 3 years' proven driving experience, preferably with NGOs, media organizations, or field-based projects.
- Experience driving in rural and hard-to-reach areas is highly desirable.
- Experience transporting equipment or supporting field outreach activities is an added advantage.
- Basic knowledge of vehicle maintenance and safety checks.
- Clean driving record.

Skills and Competencies

- Strong and careful driving skills, including experience on rural roads.
- Good knowledge of road safety and defensive driving.
- Reliable, punctual, and responsible.
- Ability to handle and care for equipment during transportation.
- Good communication and interpersonal skills.
- Ability to work flexibly, including long field days when required.
- Willingness to travel extensively within the project regions.
- Ability to work well within a team.

How to Apply

Interested candidates should submit their CV and cover letter as a single PDF document to:

<https://forms.gle/K41MwviQ449Yuh0WA>

- Updated CV
- Cover letter
- Copy of National ID
- Copy of Driving Permit

Please clearly indicate **"Bus Driver – Media Outreach (YIGA Project)"** in the subject line.

Only shortlisted candidates will be contacted.