

VACANCY



Driver/Messenger, Resilience Framework to support Climate Change Adaptation in the Mt. Elgon Region of Lake Victoria Basin Project

Position: Driver/Messenger

Location: Mbale Uganda

IUCN, International Union for Conservation of Nature, helps the world find pragmatic solutions to our most pressing environment and development challenges. IUCN works on biodiversity, climate change, energy, human livelihoods and greening the world economy by supporting scientific research, managing field projects all over the world, and bringing governments, NGOs, the UN and companies together to develop policy, laws and best practice. IUCN is the world's oldest and largest global environmental organization, with more than 1,200 government and NGO members and almost 11,000 volunteer experts in some 160 countries. IUCN's work is supported by over 1,000 staff in 45 offices and hundreds of partners in public, NGO and private sectors around the world

The IUCN Eastern and Southern Africa Regional Office (ESARO) based in Nairobi under an Agreement between IUCN and the Government of Kenya have thematic programmes (and Water and Wetlands is one of them) with projects spreading across twenty one countries in the Horn of Africa, Eastern Africa, Southern Africa and the Western Indian Ocean. One of the projects that IUCN is planning to implement (within its Water and Wetlands Programme) is a Resilience Framework to support Climate Change and Adaptation in the Mt Elgon Region of the Lake Victoria Basin. The Project will be implemented in collaboration with African Collaborative Centre for Earth System Science (ACCESS) and is funded by USAID. Its goal is to enhance coordination and adaptation action between stakeholders, using informed timely, accurate and comprehensive information to promote societal and ecological resilience to adverse climate impacts within the Mt Elgon Region, Lake Victoria Basin. The following are the specific project objectives: Improving scientific knowledge of Climate Change in Mt Elgon as water tower for Lake Victoria Basin; Demonstration of increased social and ecological resilience in hotspots of climate variability using adaption strategies including ecosystem based adaptation actions; Integrating evidence from adaptation approaches into policies across sectors; and Enhancing learning on climate change adaptation strategies at local and regional levels.

Terms of Reference:

Specific Responsibilities

1. Drives the IUCN Project Vehicle on various official errands such as but not limited to taking staff to the field for project implementation activities, picking up and delivering supplies, documents, mail, and guests to various destinations.
2. Communicate effectively with the Project Administrator on driving schedules/timeline.
3. Maintain a good driving record and ensure all incidents are reported in a timely manner and through appropriate channels.
4. Ensure the safety of the vehicle and accessories at all times during the time of use.
5. Facilitate routine maintenance of office vehicles, including proper and regular completion of vehicle maintenance records. The Driver/Messenger is expected to notify the Supervisor when vehicle servicing is required (either routine or due to mechanical fault), and is responsible for ensuring that vehicles are washed and cleaned, fuelled, tyres and engine oil checked.

6. Maintenance of accurate vehicle service schedules.
7. Ensure compliance with applicable traffic laws, regulations, and/or IUCN rules, standards and guidelines on vehicle usage.
8. Keep records as required and maintain a clear daily record of work done and/or vehicle movement.
9. Handling daily messenger work for the office including: Collecting, sorting and delivery of mail and/or parcel to and from the post office and various offices on a regular basis.
10. Collect petty cash from the bank and carry out other banking activities for the project.
11. Support the maintenance of office equipment and facilities including computers, telephone, email etc systems including reporting any fault and support required to technicians in repairing faults and new installations.
12. Undertake any other duties as assigned from time to time

NB: This position will be subject to normal security checks

Competencies

1. At least Secondary/High School level of education
2. Possession of a valid Driver's license with at least five years of continuous driving experience in a reputable and busy organization and/or City.
3. Exceptional knowledge of the road network and driving conditions in and around the Mt. Elgon region and Lake Victoria basin in particular, and Uganda and Kenya in general.
4. Good communication skills both oral and written English and Kiswahili.
5. Excellent interpersonal skills and experience working in a demanding environment.
6. Clean driving record, with no violation of traffic law or major accidents.

IUCN staff are required to conduct themselves at all times in a manner that is compatible with their responsibilities and in accordance with the standards of conduct expected by IUCN as set out in the IUCN Staff Rules.

Applicants are asked to submit their CV and a supporting letter of motivation and provide the names and contact details (including e-mail addresses) of three referees. The letter must be submitted on or before **3rd August, 2012** to: earohr@iucn.org

This position is open to Ugandan Nationals only.

IUCN is an equal opportunities employer and welcomes applications from qualified men and women.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED