



## CAREER OPPORTUNITIES

### BACKGROUND

Safe Way Right Way Initiative Uganda is an NGO founded by Total Energies and world Bank to implement initiatives with an objective to reduce road traffic crashes on the Ugandan road Network.

The institution implements initiatives with an aim in improving the safety of people on Ugandan roads guided by the Safe systems approach. Strategic focus has been placed on building collaboration and partnerships with key stakeholders to prioritize funding for implementing safe systems. The narrative of African roads as prevailing death traps can be changed with continuous deliberations among the community of practice with focus on multi-disciplinary institutional engagement.

Safe Way Right Way is seeking to recruit suitable candidates for the positions listed below:

- 1. Job Title: Supervisor Driver Training School – Professional Driver Training School**  
**Reports to: Manager Strategy**  
**Duty Station: Kampala**

### Roles and Responsibilities:

- Oversee the day-to-day management, scheduling, and deployment of vehicles used in the training programs.
- Ensure all training vehicles (motorcycles, light vehicles, trucks, buses, etc.) are available, functional, and fit for purpose according to training needs.
- Plan and coordinate vehicle use to maximize efficiency and availability for both practical training and examinations.
- Coordinate, support the uptake of new trainees and schedule training programs
- Develop and implement preventive maintenance schedules for all vehicles, including regular servicing, safety inspections, and technical checks.
- Identify, manage, and coordinate timely repairs and servicing with trusted workshops and service providers.
- Maintain detailed service records and history for each vehicle in the fleet.
- Ensure all vehicles comply with Ugandan traffic laws, insurance requirements, licensing, and regulatory standards.
- Conduct regular vehicle safety inspections and immediately address any defects or safety concerns.
- Promote and enforce road safety standards among instructors, trainees, and other drivers.
- Prepare and manage the fleet operations budget, ensuring efficient allocation and use of resources.
- Monitor fuel usage, maintenance costs, and vehicle depreciation to control operational expenses.
- Implement cost-saving initiatives without compromising safety and quality.
- Maintain an up-to-date inventory of all fleet assets including vehicles, spare parts, and accessories.
- Keep accurate records of vehicle movements, mileage, fuel consumption, servicing schedules, and incidents.
- Ensure tracking systems (GPS or manual logs) are used effectively for fleet monitoring.
- Supervise driving instructors, trainee drivers, and mechanics when interacting with the fleet.
- Provide technical advice and guidance on vehicle handling, maintenance practices, and defensive driving principles.
- Conduct induction and periodic refresher sessions for staff and trainees on fleet safety procedures.
- Develop and implement a system for reporting, investigating, and documenting accidents, damages, and near misses.
- Work with the insurance providers to ensure proper claims processing where necessary.
- Analyze incidents to identify trends and recommend corrective actions to prevent future occurrences.
- Work closely with the Head Project Management and Business Development to ensure that vehicle availability aligns with training schedules.
- Advise on technical specifications for procurement of new training vehicles and driving aids (e.g., simulators).
- Participate in training sessions to teach basic vehicle maintenance, daily inspection checks, and safe vehicle operation

### Key Skills and Competencies

- Strong knowledge of vehicle mechanics, fleet management systems, and road safety practices.
- Excellent organizational, planning, and time management skills.
- Strong problem-solving and decision-making abilities.
- Good understanding of Ugandan transport laws and regulations.
- Ability to supervise and train teams in a multicultural and learner-centered environment.



- Strong computer literacy (especially MS Excel for tracking fleet data).
- Business development skills are an added advantage

#### **Required Qualifications**

- Bachelors in Business Administration, Transport Management and Logistics, or a related field.
- Auto mechanics, certification in Fleet Management, Defensive Driving, or Vehicle Maintenance is are added advantages.
- At least **3-5 years'** experience in fleet management, preferably in an NGO, training institution, or transport-focused organization.
- Valid driving license (preferably Class A, B, CM) and excellent driving history.
- Experience working with maintenance workshops, procurement processes, and insurance claims handling.

#### **HOW TO APPLY**

All interested candidates are invited to send their applications a to email: [careers-ug@safewayrightwayug.org](mailto:careers-ug@safewayrightwayug.org) not later than 23<sup>rd</sup> May 2025 with the Subject as the NAME – POSITION applied for.