



JOB DESCRIPTION FOR DRIVER

Position: Two Drivers
Duty Station: Ishasha Sector, QENP(Kanungu, Rukungiri, Mitooma, Rubirizi &Kasese).
Reports to: Operations Manager
Liaises with: Country Director,
Start Date: November 2026
Position Type: Full-time

Organization background:

The Wildlife Conservation Society (WCS) Uganda program goal is to promote effective conservation of wildlife and ecosystems by developing strong collaborative management partnerships with the government of Uganda and providing science-based information to government and develop community-driven, field interventions to reduce threats to conservation in Uganda. In line with this goal, WCS is working with government UWA, other law enforcement agencies and park adjacent communities to manage and conserve wildlife.

WCS Uganda program core objectives

- A. Develop and strengthen Collaborative Management Partnerships (CMP) with the government of Uganda, particularly UWA aimed at building effective support for conservation through a robust community conservation portfolio for Murchison-Semliki Landscape and Greater Virunga Landscape.
- B. Ensure sustainability of Community Conservation interventions and support to the district local government and Uganda Wildlife Authority to increase the benefits to communities and promote human-wildlife coexistence.
- C. Enhance coordination and collaboration with WCS partners aimed at combating wildlife crime among and between state and non-state actors including communities, the private sector and civil society.

Position Objectives:

- 1) Serve diligently as a professional driver for WCS under the Ishasha Sector QEPA CMP, strictly following WCS vehicle policies and Ugandan traffic laws.
- 2) Transport WCS and UWA staff, researchers, conservation partners, and visitors on work-related trips to field sites, official meetings, community visits and other destinations.
- 3) Transport personnel safely and securely during the program operations and other activities.
- 4) Responsible for the safety, security, and mechanical condition of WCS vehicle allocated to you.
- 5) Build good working relations with WCS and UWA staff and our partners.

Role of the driver:

The driver will be responsible for driving the field staff in support of WCS Uganda Country Program Conservation work in Greater Virunga Landscape (GVL), specifically the Ishasha Sector, QEPA CMP.

The specific job duties and responsibilities of the driver are:



Field Support & Logistics

- Drive WCS Vehicles to support the program staff to implement project activities in the landscapes where we work, mainly within and around the Ishasha Sector of Queen Elizabeth National Park.
- Transport field equipment and materials to the project sites.
- Assist with field logistics, equipment delivery, and basic administrative or field assistant duties as required.
- Ensure safety and security of both WCS staff and the vehicle as you conduct assigned tasks by the Operations manager or any other supervisor.
- Keep the fuel card securely and ensure it is loaded with fuel as per WCS guidelines.
- Ensure appropriate use of fuel and compile monthly vehicle fuel consumption report.

Vehicle Maintenance

- Record and maintain vehicle log sheet for all travels conducted using the assigned vehicle.
- Ensure regular service and maintenance of the vehicle, specifically ensure that vehicle service and repairs are done on time.
- Ensure that the third-party motor vehicle insurance is renewed on time
- Ensure the cleanliness and good condition of assigned project vehicle(s).

Safe Transportation:

- Report all mechanical defaults and performance failures of the vehicle to the Operations Manager in a timely manner to avoid risks and motor accidents.
- Ensure that all vehicle spare parts, first aid box, spare tyre, vehicle jack, fire extinguisher and toolbox are functioning normally and kept safely.
- Ensure that all journeys are approved by your immediate supervisor
- Ensure the cleanliness and good condition of assigned project vehicle(s).
- Navigate challenging terrain and rural areas while strictly adhering to national traffic laws and organizational safety regulations.

Navigation & Compliance

- Ensure that your driving permit is valid and up to date
- Observe the traffic laws while driving WCS vehicle to ensure personal safety and that of your passengers. You will be held responsible for violating the traffic laws and code of conduct for motor vehicle road users.
- Receive permission from your immediate supervisor before carrying non WCS passengers or any unauthorized passengers
- Write monthly risk and accident incidence reports
- Conduct yourself in a professional and respectful manner and maintain your own integrity and that of WCS.
- Avoiding Parking WCS Vehicle for over 12 hours or more in ungazetted or unauthorized area.
- Support implementation of safeguarding and safety protocols during field activities.
- Treat your workmates and partner staff with dignity and respect.



Minimum Requirements and Job Qualifications:

- A Minimum of a secondary school diploma or equivalent
- Minimum Five years of progressively driving experience preferably with an international NGO, development organisation or private company.
- Sound knowledge of the traffic laws and road safety regulations.
- Competence in managing trip logs, mileage records, fuel usage, and service schedules ensuring accurate documentation, proper filing, and adherence to retention policies.
- Demonstrated experience in basic vehicle mechanics and repairs
- Training/certificate in defensive driving and first aid will be an added advantage
- Possession of a licence valid for A, B, & D classes is required
- Experience of driving in remote and difficult terrains and conditions
- Ability to communicate clearly and respectfully with supervisors, colleagues, and passengers; tailoring messages to different audiences and reporting issues promptly in both verbal and written form in English and Runyakitara languages.
- The driver should preferably be from Districts of Kanungu, Rukungiri, Mitooma, as familiarity with the field environment is important.
- Demonstrated flexibility and willingness to work as required based on operational requirements.

WCS is an equal opportunity employer and complies with all employment and labour laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share the same value.

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate against employment based on age, colour, disability, gender identity, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations

How to apply:

Please send a cover letter, CV and at least three references (with contact information including phone numbers) sent as one PDF document by email, clearly indicating “the job title” in the subject to wcsuganda@wcs.org. by **October 16th, 2026**. Only shortlisted candidates will be contacted. Full description of the vacancies can be accessed on our website: <https://uganda.wcs.org/Opportunities>