KOTIDO CATHOLIC DIOCESE
JUSTICE AND PEACE DEPARTMENT
P.O BOX 55, KOTIDO

Vacancies

Introduction

The Justice and Peace Department (JPD-K) is one of the seven Social Services Department of Kotido Catholic Diocese. The Department is active in the following sectors: peacebuilding and conflict resolution and environmental and land management. JPD-K aims at building a violence-free society where people live a just, peaceful and prosperous life according to the social teaching of the Church and where communities handle conflicts constructively and treat each other with respect.
JPD-K work is people-centred and community based. We strive to uphold AAP principles throughout all aspects of our interventions. Commitment to the human rights and dignity of every individual regardless of their ethnic belonging, gender and status is at the centre of our work.

JPD-K is currently looking for qualified candidates to implement a 3 year-long Project focusing on the promotion of communal land tenure security in Kotido District financed by DKA Austria and Missio Aachen. The following positions need to be filled: (1) Project Assistant, (2) Driver.

KOTIDO CATHOLIC DIOCESE
JUSTICE AND PEACE
DEPARTMENT

CamScanner
CamScanner

2. **Position:** Driver

Location: Kotido/Kaabong, Uganda

Contract: Full-time position (40h/week)

Reporting to: Project Coordinator and Department Coordinator

Duration: 3 years (probation of 3 months. Contract renewed annually)

Gross salary: 541,537 UGX to 772,307 UGX depending on experience. 25 days of annual leave pro-rata.

Job Purpose

The Driver will be responsible for driving JPD-K vehicles collect and deliver people, goods and documents on JPD-K business safely and efficiently to their destinations in line with relevant and procedures.

Key Duties and Responsibilities

- Safely transport project staff, consultants, visitors, and partners to field locations and official meetings.
- Support transportation of project materials, supplies and equipment to activity sites.
- Ensure timely pick-up and drop-off of staff and visitors.
- Maintain accurate vehicle movement logs and travel records.
- Support field teams during community mobilization, trainings, monitoring visits, and stakeholder engagements.
- Ensure the cleanliness and good condition of assigned project vehicle(s).
- Conduct daily vehicle inspections before and after trips.
- Monitor fuel levels, oil, tires, brakes, battery, and other vehicle systems.
- Report mechanical faults and maintenance needs promptly.
- Coordinate routine service and repairs in line with organizational procedures.
- Ensure validity of insurance, licenses, and vehicle documentation.
- Support logistical arrangements for meetings, workshops, trainings, and field activities.
- Assist with the delivery and collection of documents, supplies, and official correspondence.
- Support procurement and office errands as assigned.
- Adhere to all traffic laws, road safety regulations, and organizational transport policies.
- Always ensure safe driving practices, especially during field travel in rural areas.
- Maintain confidentiality and professionalism while transporting staff and partners.
- Ensure security and proper handling of project assets and transported items.
- Support implementation of safeguarding and safety protocols during field activities.
- Any other task assigned by the supervisor.

Qualifications, skills and experience

- A minimum of a secondary school certificate or equivalent.
- Driving license (A and B) with a Minimum of 3 years of professional driving experience with NGOs, development organizations, or government.
- Knowledge of driving rules and regulations and skills in driving and repairing different 4WD light vehicles.
- Experience driving in rural and field-based project environments.
- C class driving licence an added advantage.
- Experience supporting donor-funded projects is an added advantage.
- Additional training/certificate in other relevant areas (Tractor driving, defensive driving, auto mechanics) are a strong asset.

CamScanner
CamScanner

- Good teamwork and interpersonal skills.
- Ability to maintain confidentiality.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.
- Initiative, integrity, enthusiasm and a problem-solving approach to new challenges.
- Fluency in English (written and spoken) and Ngakarimojong.

How to Apply

All candidates meeting the above criteria are welcome to submit their applications by the 19/07/2026[1] in the following formats:

1. Via email to hr@jpd-k.org with nicola.carradori@jpd-k.org in copy.

Applications must contain the following:

- An updated CV of **maximum two pages.** The CV must include at least 2 referees and their contacts. **Referees must be previous or current direct work supervisors.**[2] Requirement: font calibri (body) 11, with justified text alignment.
- A cover letter of **maximum one page** introducing the candidate, the motivation to join JPD-K and highlighting how skills and experience match the requirements. Please include salary expectations in the cover letter. Requirement: font calibri (body) 11, with justified text alignment.

Applications sent via email must read in the Subject "Application_Name of Candidate_Name of the Position_JPDK", the attachments to the emails must be saved as follows: CV as "CV_Name_Surname" and the cover letter as "CL_Name_Surname".

Applications not following the guidelines highlighted above will not be taken in consideration.

All selected candidates will undergo background checks with previous direct supervisors. Shortlisted candidates will be contacted and communicated the nature of the selection process which will include both oral and written/practical assessments.[3]

NB. *Attempts by the candidates or external persons to influence the recruitment process of a specific candidate (e.g. requesting favouritism, details of the selection process such as the content of the assessments,..) will constitute ground for immediate dismissal of the application.*

KOTIDO CATHOLIC DIOCESE
JUSTICE AND PEACE DEPARTMENT

[1] JPD-K reserves the right to close the vacancies prior to this deadline should appropriate candidates be identified.

[2] For candidates who have been engaged by Kotido Catholic Diocese, JPD-K reserves the right to contact the previous supervisors at the time of the candidate working in the Diocese directly.

[3] JPD-K is an equal opportunity employer. All applicants will be considered for employment without discrimination of race, colour, religion, sex, sexual orientation, gender identity or disability status. JPD-K strives to promote gender sensitive equality/equity, inclusiveness and transformative working environments, as such female candidates are particularly welcomed to apply.

CamScanner
CamScanner