



FINANCE TRUST BANK

JOB OPPORTUNITY

Finance Trust Bank was licensed as a Tier 1 Commercial Bank on 11th November, 2013, taking over the financial services business of Uganda Finance Trust Limited (MDI). Today Finance Trust Bank is a fully fledged commercial bank serving a clientele of over 400,000 depositors and over 23,000 borrowers, through a network of 36 branches country wide. The bank offers a variety of Products and services including; Savings, Current accounts, Loans, Money transfer services and Bills payments to its target market which comprises of micro, small and medium entrepreneurs, salary earners and youth.

The company is seeking to recruit a dynamic, self-motivated professional to fill the following position;

1. DRIVER

1 Position

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The position reports to the Administration Supervisor.

Role of the job

Drive staff, Board members and Company guests, deliver and pick documents and equipment as required, as per administrative guidelines.

Key Result Areas

1. Transport staff, board members and company guests to and from the required destinations.
2. Deliver documents and other equipment i.e. stationery.
3. Maintain the mileage book on a daily basis and trip movement records.
4. Make accountability for fuel consumption on a monthly basis.
5. Pick and drop off Company guests at the Airport.
6. Ensure that the vehicle is in good mechanical condition i.e. is serviced, oil level and is in road worthy condition.
7. Ensure that the vehicle has a monthly parking ticket.
8. Ensure that the vehicle is kept clean.
9. Perform regular mechanical checks.
10. Photocopy documents when required.

Minimum qualification requirements, technical and behavioral competencies:

- At least 3 years' experience as a driver in a busy organisation.
- Completion of Advanced (A) level Education.
- A valid driving license.
- A defensive driving certificate is an added advantage.
- Excellent communication and interpersonal skills
- Ability and willingness to work long hours
- Smart personal presentation skills.
- Flexibility and willingness to travel upcountry.
- Well-organized and able to manage multiple tasks
- Ability to work under pressure in order to execute assignments.

For details, please visit our website at www.financetrust.co.ug.

Position carry's an attractive salary and benefits package.

Suitably qualified candidates should address their application to Head, Human Resource, Finance Trust Bank, Plot 115 & 121, Katwe, P.O. Box 6972, Kampala, Uganda, and email it to jobs@financetrust.co.ug, as well as photocopies of academic testimonials, and a CV. The CV should include telephone contacts and email addresses of three referees, one of who should be the most recent employer.

Closing date for submission of the applications is **26th June 2020**. *Only shortlisted candidates will be contacted directly on Tel. Numbers 0312 222600 or 0414 341275 ONLY.*

Please note that in line with the Bank procedures, no job offers are made online.