

### JOB DESCRIPTION

JOB OVERVIEW	
Job Title	Recovery Driver
Department	Recovery
Location	North, East West regions of Uganda
Reports to	Repossession Coordinator
POSITION DETAILS	
Job Purpose	Responsible for recovering of vehicles on the instructions of the Repossession coordinator
Main Responsibilities	<ul style="list-style-type: none"><li>• Keep assigned vehicles free from damage, in acceptable condition and consistently in a clean manner.</li><li>• Ensure that all vehicles are in proper and safe condition prior to use and accept responsibility to report any damage or mechanical malfunctions that exist.</li><li>• Accurately complete and file all necessary paperwork on a daily basis.</li><li>• Adhere to road safety regulations at all times.</li><li>• Take full responsibility of any damages to the vehicle or traffic offences while using the company vehicle or any repossessed vehicles.</li><li>• Carry out daily and weekly vehicle checks on company vehicle as necessary.</li><li>• Deliver and collect documents as required.</li><li>• Carry out any other duty as directed by the supervisor.</li></ul>
Academic and Professional Requirements	<ul style="list-style-type: none"><li>• Holder of a valid Driving License.</li><li>• Diploma in any field</li><li>• Minimum 3 years continuous driving experience.</li><li>• Ready to work anywhere in Uganda under minimum supervision.</li></ul>
Competences and skills	<ul style="list-style-type: none"><li>• Good team player.</li><li>• Have good report writing skills.</li><li>• Problem solving skills.</li><li>• Computer literate.</li><li>• Good driving skills.</li><li>• Strong communication and negotiation skills.</li></ul>

	<ul style="list-style-type: none"> <li>• Good organizational and time management skills.</li> <li>• Ready to learn and grow the skills needed to work as a recovery agent through training</li> </ul>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### Non-Discrimination Clause

TrackNav SMC Ltd does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status or sexual orientation in any of its activities or operations. These activities include, are not limited to, hiring and firing of staff, selection of volunteer and vendors and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, sub-contractors and Vendors

#### Consenting to Processing of Personal Data in the Recruitment Process.

You consent to the company processing your personal data by applying for this Position, the information could be saved for future use in the event of another opening.