

Maintenance Assistant

Job Framework

Job Title	Maintenance Assistant	Probationary Period	6months
Location	Kampala, Uganda	No. of Direct Reports	NA
Reporting to	Logistics Manager	Budget Responsibilities (Y/N)	Y

About Us

Marie Stopes Uganda (MSUG) is one of 37 country programmes within MSI Reproductive Choices, a global organisation dedicated to ensuring individuals can access quality reproductive healthcare and make informed choices about their reproductive lives. Across Uganda, our team delivers high-quality sexual and reproductive health services through a wide range of service delivery channels. We strengthen public health systems in more than 915 public health facilities, operate 25 mobile outreach teams, 12 health centres, and a maternity hospital, and distribute socially marketed products including Flame and Lifeguard condoms, Back Up emergency contraception, and Well Plan daily contraceptive pills. Through these services, we empower women and families to choose whether and when to have children, enabling them to pursue their aspirations and build healthier, more prosperous futures.

The Role

Reporting to the Maintenance Supervisor the purpose of this role is to carry out routine inspections, maintenance, and repairs of the MSUG fleet and equipment, ensuring safe operation and compliance with approved maintenance plans.

Key Responsibilities

This role has key areas of responsibility as detailed:

1. Vehicle Inspection & Assessment
2. Maintenance Plan Compliance
3. Maintenance Issue Resolution
4. Data Management (FMIS)
5. Cost Monitoring
6. Incident Reporting
7. Fleet Performance Reporting
8. General Support

Key Area of Responsibility	Key Actions	Measures (KPIs/Outputs)
1. Vehicle Inspection & Assessment	Conduct routine vehicle inspections and assess maintenance needs	Inspection compliance rate; issues identified vs. resolved
2. Maintenance Plan Compliance	Ensure adherence to the approved annual vehicle service	% compliance with service schedule; missed services
3. Maintenance Issue Resolution	Complete and close reported maintenance issues promptly	Turnaround time for issue resolution; backlog of open issues
4. Data Management (FMIS)	Capture accurate maintenance data in the Fleet Management Information System (FMIS)	Data accuracy; timeliness of system updates; completeness of records
5. Cost Monitoring	Monitor maintenance expenditure and flag variances	Budget variance; early identification of cost overruns
6. Incident Reporting	Compile reports for vehicle failures and accidents	Timely submission; completeness and quality of reports
7. Fleet Performance	Submit weekly reports on fleet availability and maintenance	Report timeliness; fleet availability rate; maintenance completion rate
8. General Support	Perform other assigned departmental duties as the	Task completion rate; responsiveness to assigned

Annex: Task Matrix

Frequency	Tasks
Daily	- Conduct vehicle inspections and complete checklists - Log defects/issues in FMIS immediately - Execute assigned maintenance work orders - Maintain workshop cleanliness and organization - Ensure accurate data entry and reporting
Weekly	- Generate and monitor repair and maintenance schedules and adherence. - Track and resolve open repair and maintenance issues - Accurately update repair and maintenance data in TracPoint. - Support preparation of mechanically available vehicles report. - Support with the generation and submission of incident reports within timelines.
Monthly	- Track service completion rates - Monitor maintenance backlog and escalate delays - Ensure FMIS data accuracy and completeness - Support fleet availability targets - Prepare and submit maintenance reports

Qualifications, Experience, skills and attitudes:

1. Ordinary Diploma in Automotive Engineering/ Mechanical Engineering.
2. Minimum of 2 years of hands-on experience in Fleet Management and Motor Vehicle repairs.
3. Computer literate.
4. A team player with good interpersonal and communication skills.

Team Member Behaviours- MSI Behaviours

Successful performance at MSU is not simply defined in terms of 'what' people achieve but equally is about 'how' people go about their jobs and the impact that they have on others. We encourage and expect all team members to demonstrate the following behaviors:

- **Model the Way**

I strive for excellence and act with clarity, integrity, accountability, and honesty in everything I do

I lead by example with transparency, honesty, and accountability, striving for excellence and encouraging open communication at all levels.

- **Inspire a Shared Vision**

I inspire a shared vision, stay strategically focused, communicate a clear plan, and prioritize the voices of our clients in decision-making.

I rally others around MSI's vision by appealing to shared aspirations; I translate strategy into clear goals, and believe that people - our clients, team members, and partners - are key to our success.

- **Challenge the Process**

I question, promote improvement, embrace new ideas, learn from experiences, and believe in developing myself and others.

I challenge convention, promote continuous learning and welcome feedback, I anticipate and manage change to better achieve MSI's mission.

- **Enable others to Act**

I create the conditions at MSI for others to contribute, work at their best, and develop to their fullest potential; I value differences and make sure that all voices are heard.

I focus on building trust, collaboration and shared ownership, while developing future leaders and treating others with dignity and respect.

- **Encourage the Heart**

I take the time to recognize others' contributions, celebrate successes together, nurture the MSI community, and show that I care.

I inspire high standards and challenging goals, appreciate individual excellence, celebrate our values and victories, and value our humanity.

Leadership (For Leaders only)

- *You inspire individuals and teams, through situational leadership, providing clear direction.*
- *You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.*
- *You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.*

You articulate a vision of the future which inspires and excites others.

MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance.

- **Client centered:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality.
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long-term sustainability and increased impact.
- **Courageous:** We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.
- **Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.
- **Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

If you meet the specified minimum job requirements, we encourage you to apply following the procedures below.

Application Process:

- Submit your cover letter, CV, and academic documents as a single PDF file.
 - Clearly indicate the job title in the subject line of your email.
 - Send your application to jobs@mariestopes.or.ug.
 - Applications will be reviewed on a rolling basis; early submissions are encouraged.
 - **Deadline: 30th August 2026**
1. **MSI UG IS AN EQUAL OPPORTUNITIES EMPLOYER, COMMITTED TO SAFEGUARDING HUMANITY AND EXPECTS ALL POSITION HOLDERS TO SHARE THIS COMMITMENT.**
 2. **MSI UG VALUES DIVERSITY, EQUALITY AND INCLUSIVITY AMONGST HER WORKFORCE.**
 3. **MSI UG HAS A WELL-GUIDED AND TRANSPARENT RECRUITMENT PROCESS THAT REQUIRES NO PAYMENT OR SEXUAL FAVOURS FROM ANY CANDIDATE/JOB APPLICANTS/POTENTIAL JOB SEEKERS AS A PRE-EMPLOYMENT REQUIREMENT.**
 4. **QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.**