



Date: 21st July 2025

External Job Advertisement (To the general Public)

Uganda Post Limited (T/A) Posta Uganda is inviting qualified persons who meet the stated minimum requirements to apply for the vacancies that exist within the Company. Interested candidates should send their application letter and attach certified copies of academic transcripts and certificates as well as a detailed CV to reach the address below not later than **4th August 2025**.

The Head, Department of Human Resource and Administration,

Posta Uganda

P.O Box 7106

Kampala

Please Note:

1. Applications received after the deadline will not be considered.
2. Candidates who do not receive feedback within a month from the deadline should consider their applications unsuccessful.
3. Posta Uganda is an equal opportunity employer. Women are particularly encouraged to apply.
4. Any form of lobbying or canvassing for appointment shall lead to automatic disqualification.
5. Candidates shall be required, among others, to present the following:
 - ☐ Endorsement Letter duly stamped by their Local Council 1 Chairperson
 - ☐ Three Reference Letters.
6. Prior to appointment on the job, Posta Uganda shall carry out independent reference checks for all the documentation mentioned above.



7. Applicants MUST indicate the position applied for on the top right-hand corner of the envelope in which the application is enclosed.
8. All Mail Handler job applicants MUST indicate the stations to which they prefer being deployed, as failure to do so will lead to automatic disqualification of the candidate.

Job Title:	Post Bus Conductor (04 Positions)
Duty Station:	GPO Kampala
Level:	Six (06)
Reports to:	Post Bus Supervisor

PURPOSE OF THE JOB

Working collaboratively with the bus driver, ensure accountability for revenue mail, and clients.

DUTIES AND RESPONSIBILITIES

1. Load and unload mailbags, parcels, and other postal items onto and off the post bus.
2. Collect fares from all passengers and issue tickets, handle cash transactions, and provide correct change.
3. Keep accurate records of fare collections and tickets issued.
4. Assist in timely and accurately delivering mail items to specific locations or recipients during scheduled stops.
5. Ensure that all items in the Post Bus are securely placed to prevent damage during transit and that they are not tampered with.
6. Assist in sorting mail according to delivery routes or destinations and ensure efficient and timely distribution



7. Provide assistance to customers by answering questions and offering information about the postal services when required.
8. Help passengers with boarding, sitting, and ensuring their comfort and safety.
9. Assist in keeping reports related to mail delivery and transportation activities
10. Maintain order and cleanliness within the post bus, manage any waste generated during the route, and ensure that the bus is tidy and free of obstacles.
11. Work with the driver to navigate and plan for the routes and communicate any traffic or road conditions that may impact delivery schedules
12. Maintain records of all mail items loaded and unloaded, noting any discrepancies or issues, and immediately report any cases to the supervisor.
13. Help passengers with special needs, such as elderly or disabled individuals, ensuring they receive appropriate assistance, and address any passenger concerns during the journey.
14. Adhere to all postal regulations, procedures, and safety standards during operations.
15. Attend to needs of customers along the bus route, observing utmost professionalism, security consciousness, and courtesy

KEY PERFORMANCE INDICATORS

- On time departures
- Passenger satisfaction rate
- Mail delivery accuracy
- Fare collection efficiency
- Route completion rate
- Compliance with Safety Regulations
- Vehicle cleanliness



PERSON SPECIFICATION

Minimum Qualifications

- Diploma in Accounting or Finance from a recognized institution of higher learning.
- Possession of a valid driving license with class B is an added advantage.
- Certificate in Mechanical Engineering

Working Experience

- Minimum of two (02) years' relevant working experience with a passenger bus company
- Familiarity with handling cash transactions, issuing tickets, and managing passenger flows.

Competences

- Ability to interact courteously and effectively with passengers, addressing their queries and concerns.
- Numerical cash handling skills
- Ability to keep accurate records of finances, mail, and passenger tickets issued
- Ability to handle physical tasks such as loading and unloading mail, and parcels
- Time management
- Ability to speak and write English
- Ability to check minor defects on the vehicle