



## South Sudan Program

### JOB OPPORTUNITY – Drivers (2 Positions, Juba & Rumbek)

Catholic Relief Services (CRS) is the overseas relief and development agency arm of the United States Conference of Catholic Bishops. It was founded 1943 and works in over 100 countries globally. CRS has worked in Southern Sudan since 1989, supporting and implementing initiatives in Emergency Response, Peace-building, Agriculture, Health, Education, and Income Generation. CRS' work reflects and expresses the principles of Catholic Social Teaching however CRS assists persons on the basis of need, not race, creed, or nationality. Catholic Relief Services South Sudan Program wishes to recruit highly competent, proactive and self-driven person (**South Sudanese National only**) to fill the positions of Drivers to be based in **Juba and Rumbek**.

#### PURPOSE OF THE POSITION:

The position is responsible for the safe custody, cleaning, maintenance and driving of the CRS vehicle and controlling its use for program and operations activities by properly authorized staff working for CRS.

#### KEY RESPONSIBILITIES

- Transport CRS/Sudan staff, visitors and cargo in the agency's vehicles as instructed by the Administration and Fleet section
- Franking official letters from all CRS/Sudan departments and posting the same. Taking parcels, booking forms to WFP HASS office to be weighed and putting stamps on the same. Collecting mail from the WFP HASS office. Also taking.
- Maintain accurate records in the vehicles mileage log book. This includes systematically filling the vehicle mileage log on a daily basis and ensures that the Fleet Manager or the Administration officer receives a copy on a monthly basis. Make sure the quantity and the price of fuel or oil put into the vehicle is recorded in the mileage log.
- Meet and pick up in-coming CRS/Sudan staff, visitors and take passengers to the international airport as required.
- Follow the motor vehicles safety rules at all times; Promptly report fines, accidents and vehicle breakdowns to the Logistic Fleet Manager/& Administration officer.
- Make sure that the Vehicles are all clean before Driving.
- Adhere to all the rules and regulations contained in CRS' Travel Manual.
- Perform any other duties as assigned by the Administration officer, Fleet manager and Operations Manager or his/her designate.
- Drive with the minimum speed within the town which is 30 KM avoid reckless Driving make a proper hand over after the duty.

Approved Daily  
  


## **OTHER RESPONSIBILITIES:**

- Operate all CRS Vehicles and when called upon to do so. This means taking staff home from work and picking them up from the nearest convenient point from their houses, and bringing them to work with the staff bus.
- Taking staffs who are staying in hotels from the office to lunch and picking them up and returning them to the office.

## **AGENCY-WIDE COMPETENCIES (for all CRS Staff)**

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

## **MINIMUM QUALIFICATION/EXPERIENCE**

- Current South Sudan driving license
- Experience and skill in identifying and repairing common faults in Toyota cars
- At least 5 years' experience of driving cars, including Toyota hard tops or land cruisers
- Knowledge and skill in using car radio security communication systems
- Fluency in the language most commonly used in the location of the post.
- Driving experience in the terrain of the post in both dry and wet seasons.
- Good spoken English

Application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Wednesday 25<sup>th</sup> November, 2015**. Only short-listed candidates will be contacted.

Address your Application letter and CV to:

**Human Resources Department**  
Catholic Relief Services –  
Southern Sudan program, Juba Office

OR by E-mail to: [jobapps@crssudan.org](mailto:jobapps@crssudan.org)

**CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

Approved Duly

