



World Relief is a non-profit, non-government organization, who works in community with the Church to transform the lives of the most vulnerable socially, economically and spiritually. WR has been operating in South Sudan since 1998 providing humanitarian assistance to the vulnerable communities affected by the armed conflict and war.

WR is looking for a suitably qualified candidate to fill the following vacancy

Job Title: Driver
Location: Juba
Reports to: Logistics Officer

Job Purpose

The Driver will be tasked with facilitating and coordinating smooth transportation/movement of all staff and goods in and around Juba including proper maintenance of the assigned vehicle in accordance to WR policies and South Sudan traffic laws.

Key Responsibilities:

- Follow up the weekly and daily movement plan and provide transport service in the acceptable speed limits to World Relief staff, visitors and other guests as per instructions.
- Record systematically all movements done in the allocated logbook.
- Carry out daily checks before starting up the vehicle engine, monitor the fuel, other fluids consumption, and tires pressure and ensure they remain within the acceptable level before any movement and report any irregularities.
- Implement daily and weekly vehicle maintenance checks and work alongside Logistics Officer to have the vehicle maintained in a safe working condition
- Solve minor technical problems on the vehicle
- Inform the logistics department of any major repairs to be carried out
- Keep assigned vehicle clean at all times and insure that it is properly handled, kept in good condition and usable at all times.
- Keep all personal documents as well as those of the vehicle and check that they are always valid.
- Keep in good condition any equipment in the vehicle (fuel, stickers, flags, tools, medical kit) for being used only for World Relief official purposes.
- Deliver messages/post to other offices as per instructions.
- Assist in Local Purchases when required
- Assist in Loading of World Relief Cargo to be transported.
- Assume other relevant responsibilities as instructed by supervisor.

Approved July

A handwritten signature in blue ink, appearing to be "Juba".



Qualifications/Requirements:

- Must be South Sudanese national
- Must have completed at least secondary education.
- Must have a valid driving permit with clean record in driving, mechanical experience/training is a plus
- Must also be able to speak and write English with spoken Arabic and Knowledge of communication systems HF/VHF radios will be added advantage
- Must have driven 4x4 vehicle with at least 2/3 years of experience preferably with NGOs
- Good health with sharp reflexes and good eye sight
- Good knowledge of road signs
- Must be able to withstand physical strength challenges. .

If you believe you meet the above qualifications, please send us your CV and Motivation Letter clearly marked "Application for the Position of driver and addressed to:

HR & Administration Office E-Mail: WRSSRecruitment@wr.org , LJabe@wr.org or hand delivers your application to our Office located in Hai Cinema Juba

Closing date for receiving the applications is 1st March 2016 by 5:00 pm

Approved July

