



JA Release Date: March 25, 2019

Job Advertisement-Nationals Only

Charity Mission Corps Popularly Known as CMC is a non-Profitable, non-governmental organization registered and recognized by Relief and Rehabilitation Commission (RRC) in the Republic of South Sudan. It was founded by a group of qualified South Sudanese Nationals with experiences in working with both National and International organizations. The organization was initiated in 2017 and registered in 2018 with an aim of providing development and Humanitarian services to extreme communities affected with poverty and crises by enhancing transformation of their lives and ensuring total health and well-being. CMC is currently implementing the WASH project funded through the South Sudan Humanitarian Fund to respond to the emergency needs of the population in Pibor County former Jonglei State. This SSHF funded WASH project aims at providing equitable water, hygiene and sanitation services to the most vulnerable disaster affected population in Pibor for 6 months working towards alleviating lives and building resilience.

Job Title	Driver
Location	Pibor County
Reporting to	Logistics Officer
Duration of Contract	6 Months
Starting Date	As soon as possible
Deadline	12 th April 2019
No. Position	One

Supporting Effective Humanitarian Partnerships' is a global initiative to develop and strengthen interagency coordination around capacity strengthening platforms for local and national actors within humanitarian contexts. The aim is to create long-lasting humanitarian response capacity among CMC programs to realize the aspirations of CMC Vision, and Core Humanitarian Standard.

The Driver will be responsible and in charge of driving, develop positive working relationship with all the staff. Provide timely driving services and logistics support to staff. S/he will preferably be a South Sudanese national while the position and project is funded by South Sudan Humanitarian fund, the role and project are not to be viewed as being that of 'CMC' – but instead, as an initiative aimed at serving the wider humanitarian community beyond any one agency's individual interests.

Main Responsibilities.



Transport authorized passengers (Staff) on official duties as well as transportation of cargo safely and materials from airport etc.

- ✚ Adhere to CMC Policies and Procedures.
- ✚ Understand and obey all traffic laws and regulations.
- ✚ Accurately keep the vehicle log sheets.
- ✚ Performance of daily Vehicle inspections according to CMC Standards.
- ✚ Ability and willingness to undertake frequent trips too and from the offices.
- ✚ Commitment to working to serve humanitarian needs in line with the values of integrity, services and accountability.
- ✚ Follow up the driver planning and scheduling using Vehicle movement Board Tracker on calendar.
- ✚ Safe driving record.
- ✚ Ensure the Vehicle ready for use should be clean, fuelled and in good condition at all times.
- ✚ Perform minor mechanical repairs on the vehicle as required and ensure that the assigned vehicle is kept in good mechanical condition.

BEHAVIOURS (Values in Practice):

Accountability:

- ✚ Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Charity Mission Corps values.
- ✚ Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- ✚ Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- ✚ Widely shares their personal vision for Charity Mission Corps, engages and motivates others
- ✚ Future orientated, thinks strategically

Collaboration:

- ✚ Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- ✚ Values diversity, sees it as a source of competitive strength
- ✚ Approachable, good listener, easy to talk to

Creativity:

- ✚ Develops and encourages new and innovative solutions
- ✚ Willing to take disciplined risks

Integrity:

- ✚ Honest, encourages openness and transparency



QUALIFICATIONS AND EXPERIENCE

- ✚ Must have valid 3 yrs. plus driving experience, skills and valid driving License.
 - ✚ Have knowledge and Vehicle mechanical skills.
 - ✚ Basic literacy and able to complete log book.
 - ✚ Good interpersonal skills.
 - ✚ Good Time management skills.
 - ✚ Comfortable using Microsoft Office Suite
- Good command of oral and written English
Fluency in spoken and written English, good report writer

Desirable

- ✚ Additional project coordination/management experience

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

FURTHER INFORMATION & HOW TO APPLY:

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates to: The CMC HR Juba Resources Office (Munuki Block B juba south Sudan via the email below. *The position must be clearly indicated in your subject-line or envelop.*

Deadline for receiving applications is the 12th, April, 2019 by 5.00 PM or via email at: charitymissioncorps@outlook.com or hand delivered to the CMC juba HR Office Munuki Block B sukmalaysia.

- ✚ This position is open to South Sudanese nationals only.
- ✚ Female Candidates are encouraged to apply!
- ✚ Only candidates who meet the selection criteria will be contacted.

