



POSITION DESCRIPTION

JOB TITLE: Driver

INSTITUTION: Columbia University Mailman School of Public Health - ICAP

LOCATION: Juba, South Sudan

DIRECT REPORT: Security Officer

ICAP IN SOUTH SUDAN

ICAP at Columbia University is an international NGO funded by PEPFAR through CDC. ICAP in South Sudan has partnered with the Ministry of Health-RSS to increase uptake and improve quality of HIV prevention, care and treatment services through technical assistance and capacity building.

OVERALL JOB FUNCTION:

To safely transport ICAP staff, visitors, equipment and other materials as required, and to ensure the vehicle is clean, well maintained and fit for travel. The position is based in Juba with regular travel to the field and the applicant must therefore be willing to travel to other parts of South Sudan when required.

DUTIES AND RESPONSIBILITIES:

1. Drive ICAP staff members safely to various destinations as required
2. Ensure that yourself and passengers use available seatbelts at all times
3. Ensure that the vehicle is ready for use (fueled, clean, maintained) at all times
4. Discuss necessary fueling, maintenance and servicing activities with Logistic/transport officer or other appropriate ICAP staff in good time
5. Drive in a manner that respects the other road users and ensures maximum life span of the vehicle
6. Record details of each journey, any refueling and repairs or maintenance in the vehicle log book on a daily basis
7. Ensure that the vehicle and its contents are kept secure (i.e. locked doors, closed windows)



8. Ensure that the necessary documentation, in addition to emergency and repair equipment is carried in the vehicles at all time
9. Ensure that the assigned vehicle is kept in a good mechanical condition

MINIMUM QUALIFICATIONS:

- Must have valid driving Licence and have been driving for at least 3 years
- Basic literacy (able to complete driver log book)
- Good command of English and Juba Arabic
- Good knowledge of the routes in and around Juba including routes leading to other states
- Honest, helpful, reliable and time punctual
- Able to use communications equipment
- Safe driving record
- This is a position for South Sudanese nationals only.

Other Skills

Applicants with the following skills although not mandatory will have an added advantage

- Basic mechanical skills
- An International driving permit.
- Defensive driving skills (Certified)
- First Aid

TO APPLY:

Please forward your resume or CV to icap-jobs@columbia.edu. Please indicate you are applying for the South Sudan- Driver position in the subject line of your email. Or you can deliver your application and CV to ICAP office located next to **American Resident** or **Non-violence** office in Kololo.

Deadline for application is 14 July, 2017, only those selected for interviews will be contacted.

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