



CARE INTERNATIONAL SOUTH SUDAN



DRIVER— JOB REF: SUD/EX/0199

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

CARE South Sudan is looking for suitable candidate to fill the position of Driver, to be based in **Torit – EE State (1 Positions)**.

JOB SUMMARY

The main purpose of this position is to safely provide transportation support to project staff as well as goods. The driver will support Beyond the Harvest -Swiss project staff as well as general Torit Office staff. H/she will be responsible for ensuring safe transportation of employees and goods, responsible for daily and weekly preventive maintenance and report to the Administration Officer any problems with vehicles and ensure the vehicle is in good working condition.

Reporting to the Logistics Project Assistant, the driver is expected to coordinate all planned activities with other program staff, the Finance and Administration, Program Coordinator, Project officers, as well as collaborate closely and maintain a strong working relationship with the relevant programme partners.

SCOPE OF THE JOB

R1: Safely Transport persons and goods assigned to the project in line with CARE standard operating procedures for vehicles.

- Transport safely employees and goods as directed by Logistic/Admin Officer
- Always be in possession of a valid driving license and personal identification.
- Respect and observe the Republic of South Sudan traffic regulations, speed limits and adjust speed according to road and risk conditions (for example, when driving in villages or populated areas).

- Observe CARE standard operating procedures for vehicles.
- Observe the manufacturer technical conditions of use for all vehicles.
- Report any accident immediately to line manager and the nearest police station for purpose of insurance claims.
- Assist in loading and off loading, and fetching water.
- Ensure safety of vehicles assigned to you at all times.
- Ensure passengers wear seat belts at all times.

R2: Conduct Vehicle minor maintenance and checklist for field trips Ensure daily/ weekly preventive maintenance and report to the Administration Officer any problems with vehicles

- Responsible for daily and weekly preventive maintenance and report to the Administration Officer any problems with vehicles.
- Ensure vehicles are always on full fuel tanks.
- Diligently and promptly update the movement and fuel consumption logbook.
- Furnish the logbook to the Administration Officer as and when required to facilitate preparation of monthly vehicle and fuel consumption reports.
- Always ensure the vehicle insurance and licenses are valid before driving any vehicle.
- Alert Admin Officer when service and maintenance schedules are due.
- Clean the vehicle inside and outside as and when necessary/ keep your vehicle clean externally and internally at all the times.
- Perform daily vehicle pre-departure checks to include fuel, engine oil, coolant, lights, tyres, horn, tools and equipment, brakes, windows and mirrors, etc.
- When a field trip is planned, the driver has to inspect and prepare the vehicle the day before leaving and be ready for scheduled departure time.
- The driver has also to prepare additional materials according to trip needs (for example, additional fuel tank, stickers, flag, medical and food kits, additional spare tyres).
- Conduct daily, weekly and monthly vehicle check.
- Your schedule is subject to change at any time according to the organization needs.

Required Qualifications and Experience

- Diploma/ certificate in driving and at least 2 years' field experience in driving
- Knowledge of the NGO operations and thematic involvements.
- Understanding of road network in Eastern Equatoria
- Knowledge and skills in defensive driving and management conflict and insecure incidences
- A team player with excellent inter personal and communication skills
- Excellent planning, time management and prioritization skills.
- Committed individual willing to abide by CARE's CORE values, policies and procedures.
- Flexible and able to work under pressure
- Proactive and reliable
- Ability to meet deadlines/ work under pressure, and prepare monthly status reports

HOW TO APPLY

The positions will be based in Torit, EE-State This position is ONLY open to South Sudanese Nationals.

Closing date for receiving application will be **2nd May 2016**

Applications and CVs should be sent by **Email** to **ssdhrjuba@care.org** or Hand delivery to:

**CARE South Sudan Office,
Tongping Area, Off US Residential Road
Juba, South Sudan**

OR

CARE Torit Office

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.