



50-H-3
Approved
Inspector
[Signature]
11/11/2016

Reducing deaths and suffering from Malaria and other Vector Borne Diseases in humanitarian crises



VACANCY NOTICE

Job Title: Driver
Base: Juba Capital Office (with travel to field sites if required)
Reporting to: Logistics Officer
Staff reporting: None
Working hours: Monday to Friday 08:30hrs to 13:00hrs and 14:00hrs to 17:30hrs
Saturdays and Sundays upon request

Overall Job Purpose:

To maintain the program vehicles and drive according to all MENTOR safety protocols.

JOB DESCRIPTION

Duties and Responsibilities:

- Transports The MENTOR Initiative staff with maximum safety and security during the day, at night and weekends when required.
- Drives safely, respecting Liberian motor-vehicle laws, police, pedestrians, other drivers, check point guards, as well as government and U.N. officials.
- Conducts daily maintenance checks of the vehicle to keep vehicle in good working condition.
- Informs immediately to the logistics team any problem with the vehicle.
- Inform the Logistics Manager when routine maintenance should be done
- When required submit requests for service, repairs or other maintenance of vehicles to the logistics team at least 24 hours in advance.
- Coordinates the service and maintenance of the vehicle with the agreement of Operations Support Coordinator.
- Reports immediately any problems with the vehicle.
- Maintains records and logs of mileage and fuel consumption as required by MENTOR policies.
- Ensures that the vehicle has a minimum of half tank of fuel at all times; with full tanks every Friday.
- Ensuring proper communication of shortfalls and problems to the logistic teams to enable vehicle should be ready at any time, within agreed working hours per day.



Reducing deaths and suffering from Malaria and other Vector Borne Diseases in humanitarian crises

- As the **MENTOR-Initiative** is working in a constantly changing humanitarian aid environment, reasonable specific work duties may be requested that may not fit into the above job description, but which will help promote over all programs goals and aims. Similarly, while work on weekends will not normally be required, requests to do so should be regarded as falling within the 40hr working week stipulated within the MENTOR-Initiative's standard working contract, of which this job description forms a part.

Essential Requirements are:

- Valid driver's license
- Minimum 2 years driving experience
- Fluent written and spoken English
- Good organizational skills
- Ability to meet deadlines
- Ability to work in a multi-cultural environment
- Ability to work under stressful conditions

Desirable Requirements are:

- Previous driving experience.
- Basic Logistics background/skills.

Please provide a cover letter with CV, References, along with recommendation letter from previous work place (s) from a Senior Manager and other credentials, addressed to the Admin/HR Department, The MENTOR Initiative, South Sudan Program Country Office – Juba, Located in: **Hamza Inn Compound...Opposite Notos....**

If applying by email, send applications to finoff.jub@mentor-initiative.net

Closing Date of Application

30th November, 2016

