

## VACANCY NOTICE (Deadline 20th-April-2018)

### ROVING MECHANIC/DRIVER

**Job Title:** Roving Mechanic/ Driver  
**Duty Station:** 30% Juba & 70% Field Locations in South Sudan  
**Reporting to:** Logistics Coordinator  
**Staff Reporting:** None  
**Working hours:** 40-hours/week  
**Overall Job Purpose:** To provide overall technical advice for the repair and maintenance of **Help e.V** Fleet/Vehicles in South Sudan.

**Responsible to:** The incumbent Reports directly to the Logistics Coordinator in Juba, but he/she may under certain circumstances report to the Project or Base Managers in the Field locations.

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#### Duties and Responsibilities

- Provide technical advice leading to the repair and servicing of **Help e.V** Fleet/vehicles.
- Prepare a monthly servicing schedule for Help e.V South Sudan Fleet/Vehicles.
- Inform the Logistics Coordinator on the proposed purchasing of all spare parts. The specification will be included on all requests.
- Identify and certify all parts to be replaced/installed/fixes on all **Help e.V** vehicles.
- Attend all **Help e.V** vehicle breakdowns in the field and repair the vehicles to enable the return to be back on the road.
- Report all mechanical defects suspected on the vehicle to the Base Manager and Logistics Coordinator for advice.
- Follow **Help e.V**'s repair documentation recording format and record all work done on every vehicle in a timely manner for future references and decision making.
- Provide high standard of quality service in servicing all **Help e.V** vehicles in order to maintain Help e.V's Fleet security standards.
- Change fuel, air and oil filters, and engine oil and solve all mechanical problems on all Help e.V Fleet as may be recommended by the Logistics Coordinator or hi delegate.
- Report to the Logistics Coordinator condition of vehicles that needs to be out of fleet and provide justification for grounding or disposal of such vehicle.
- Coordinate repair and service schedules with the Logistics Coordinator or his designate to ensure all vehicles are operational and available for **Help e.V** programs and support planned activities.
- Provide detailed monthly report for all repairs and maintenance done on **Help e.V** vehicles to the Logistics Coordinator or his designate (Logistics Officer).
- Perform other related duties that maybe assigned by the logistics coordinator or his designate from time to time.

- **The Roving Mechanic/Driver** may from time required to time extend his services to repairs, maintaining and servicing of the generators and regular checks to the already existing Solar Power Systems in multiple **Help e.V** Bases



**Essential Requirements are:**

- Fluent written and spoken English
- Pro-active and self-motivated
- Good organizational skills
- Ability to meet deadlines
- Ability to work in a multi-cultural environment
- Ability to work under stressful conditions
- Ability to live in basic conditions

**Desirable Requirements are:**

- Good Team Work

**Minimum Qualification:**

- Must Be a High School Graduate
- Minimum of five (5) years similar working experience, especially with humanitarian other organizations.
- Experience with Toyota Landcruiser, Perkins Engines and Solar Installations necessary.
- Candidates having proven vocational training education will be given preference.
- Valid South Sudanese Driver's License is a must (Class BCE preferably).

**Desired Skills:**

- Must Have Good Mechanical Skills from Vocational or equivalent Academic Institution.
- Must Have Good Communication Skills.
- Must be a Good Team Player.
- Must be able to work in a multi cultural environment.

**APPLICATION:** If interested please provide a cover letter with CV and other credentials in in Sealed Envelope addressed as follows:

**To The Recruiting Manager**  
**ROVING MECHANIC/DRIVER POSITION**  
**Help-Hilfe zur Selbsthilfe e.V,** South Sudan Program  
Hamza Inn Compound  
Block G, Plot No. 4 - Juba Town Area, NOTOS  
Republic Of South Sudan.

**To apply by email:** Send complete soft copies of your email application (including your CV, Experience & Education Certificates, Copy of Valid Driving License ) to: [monywach@help-ev.de](mailto:monywach@help-ev.de)

**Applications missing any of the above mentioned required documents will NOT be considered.**