

Approved



Job Advertisement

POSITION: Roving Mechanic
LOCATION: Roving
STARTING DATE: ASAP

Dyana
Uost



Tearfund is a Christian organization committed to serving the poor by bringing help and hope to people in need in over 70 countries around the world. Tearfund's South Sudan Programme is looking for a suitable South Sudanese candidate for the position of **Roving Mechanic**. The selected candidate will be roving in all locations (Juba, Aweil, Yuai, Motot, and Twic East) where Tearfund is operating now and any other location that Tearfund may have operations in future in the South Sudan.

JOB OVERVIEW

To provide Tearfund South Sudan Programme with the mechanic capacity to implement the vehicle fleet, motor bikes and generators in current areas which include Juba, Aweil, Motot and Yuai and in any other future new locations according to programme needs by providing specialist technical oversight as may be required.

1. KEY RESPONSIBILITIES

The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job.

Within the designated geographical programme area: -

Juba, Aweil, Yuai, Motot, Twic East & any other location that Tearfund may have operations in future within the programme.

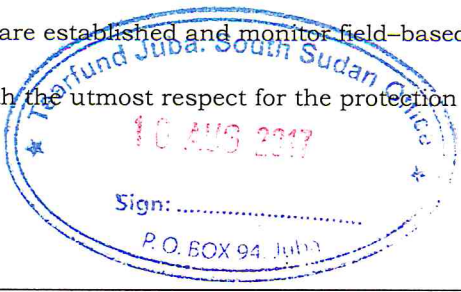
Please note that this is not limited to those specified areas only but the programme could increase or reduce according to programmatic needs.

Programme strategy and planning (10%)

- Ensures mission, purpose, strategic goals and programme objectives are communicated amongst logistics staff (mechanics & drivers in the programme) to create mutual understanding and ownership.
- Advises the Logistics Officer (LO), Area Operation Manager (AOM), the Area Coordinator (AC) & the LM of significant mechanical / logistics issues affecting project implementation.
- Supports programmes to identify fleet spare parts needs, quantities and prices for budget purposes.
- Assists with management of spare parts inventory in all locations monitoring usage and ensuring minimum quantity is maintained and timely purchase is made to avoid lack of spare parts which could hinder programme operations.
- Supports the PO in identification and selection of quality spare parts during purchases.
- Trains drivers on vehicle and generator daily checks and on how to carry out minor services.
- Trains guards on generator daily checks, start and stop processes.
- Ability to test new drivers before being authorized to drive Tearfund vehicles and motor bikes.

Corporate Policies, Management systems and procedures (5%)

- Contributes towards the promotion and adherence to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Ensure internal management systems and policies (e.g. PIM/DMS) are established and monitor field-based operations to maintain compliance.
- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy



Financial Management & Accounting (5%)

- In consultation with Field Finance Officer, Finance Manager, Logistics Officer, Assistant Logistics Manager (ALM), Area Operations Manager & Area Coordinator, agree payment terms and conditions with commodity suppliers and oversee timely processing of all invoices.

Team Management (10%)

For logistics staff (Mechanics & drivers) within the delegated area: -

- Trains and coaches staff, encouraging effective team work and providing supervision, guidance and monitoring.
- Ensure that staffs understand their individual and collective responsibilities for safety and wellbeing.
- Monitor the security and physical / mental well-being of staff (including compliance with local security plans and health & safety procedures.
- Ensure that staff respects local cultural and gender sensitivities.
- Ensure detailed records are kept and analysis made of work-related injuries, accidents, security incidents and fatalities to logistics staff.
- Where appropriate, provide pastoral support to members of the team.

Personnel Manager for the programme (5%)

- In consultation with the ALM, assist in preparing job description for specific logistics positions (Mechanics & drivers) and oversee the recruitment & induction of the same as required.
- In coordination with the ALM & HR manager, assist in logistics staff planning, personnel requisition, training and development for new and replacement of local / national staff as appropriate.

Good Practice and Institutional Learning (5%)

- Ensure that activities are carried out in accordance with signatory codes of conduct and accept good practice.
- Promote opportunities to encourage openness to learning from staff and assist in identifying issues from operational experience for analysis, dialogues and possible incorporation into future good practice and policy formulation.

External Relationships / Representation (5%)

- Build positive working relationship with Government, local communities, UN, NGO's procurement agencies and suppliers at the project level in support of an effective and efficient logistical support function

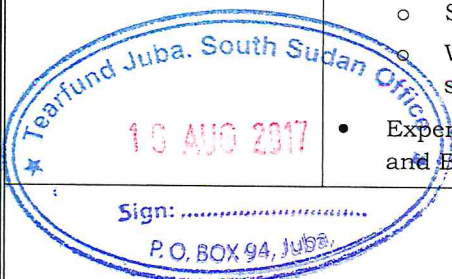
Mechanical/Logistics/Technical Support (55%) (Percentages of each section depends on nature of specific project and role)



All above as directed and delegated by the Assistant Logistics Manager.



2. PERSON SPECIFICATION: ROVING MECHANIC

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Diploma and/or equivalent qualification 	Diploma/Higher Certificate in Mechanical Engineering
EXPERIENCE	<ul style="list-style-type: none"> • 3 years' mechanical experience. • 1 year in the following areas <ul style="list-style-type: none"> ○ Strategic planning ○ Working in accordance with corporate structures, policies and practices. • Experience of leading and facilitating prayer and Bible study groups. 	<ul style="list-style-type: none"> • Mechanical Facilities/Services Management • Logistics • Development experience • Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct.



<p>SKILIS/ABILITIES</p>	<ul style="list-style-type: none"> • Leadership skills • Negotiation and representation skills • Analytical skills • Problem solving skills • Training skills • Excellent written and verbal communication skills (including ability to communicate effectively in a particular language other than English for some Programmes) • Ability to learn fast • Computer literate • Administrative skills • Ability to communicate confidently and comfortably about own personal faith • Ability to lead and facilitate team prayer and Bible studies • Ability and commitment to apply biblical principles prayerfully within all aspects of the role 	<ul style="list-style-type: none"> • Health & safety at work • Networking 
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Committed evangelical Christian • Humanitarian & Christian motivation • Emotionally and spiritually mature • Team player • Understanding and sensitivity to cross cultural issues • Flexible and adaptable to ever changing environments • Ability to remain calm under pressure • Diplomatic and determined • Willingness to travel and live in basic conditions • Committed to an evangelical Christian church • An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement 	<ul style="list-style-type: none"> • Networking • Contributing to an evangelical Christian church • People developer and motivator 

How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office near Juba Teaching Hospital- detailing your experience for the post and include daytime telephone contact to **southsudan-recruitment@tearfund.org** . The subject matter of your email should be the title of the job you are applying for. The closing date: 5th September 2017 at 5:00pm.