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**Vacancy Announcement**

**EMERGENCY PROGRAMME DRIVER/MECHANIC SOUTH SUDAN**

<b>Organisation &amp; programme information</b>	<p>Caritas Switzerland (Caritas) is a non-governmental aid agency and a member of Caritas Internationalis. Caritas works worldwide and adheres to international humanitarian principles (NGO code of conduct). Caritas encourages people to take charge of their own fate and does this by promoting local initiatives that sustainably improve the living conditions of the socially disadvantaged, advocating the conservation of natural resources, supporting civil conflict resolution and peace building, cooperating with local partners and strengthening their own commitments.</p> <p>Caritas Switzerland works in Eastern Africa and the Horn of Africa with a focus on education, strengthening of civil society, food security and water, hygiene and sanitation. We operate an office in Nairobi, have Country Offices in Somaliland (Hargeisa) and South Sudan (Torit) and a Representative in Ethiopia (Addis Ababa).</p> <p>In South Sudan, Caritas Switzerland implements comprehensive recovery projects to provide basic services that aim at increasing access to quality education, improve food security as well as improving access to, and use of safe water by the beneficiaries. Among other things Caritas Switzerland builds water catchments and has a strong focus on sanitation and hygiene education and as well as teacher training, strengthening of parents/teachers associations and water management institutions. Caritas Switzerland is currently seeking a <b>Driver/Mechanic</b> for an emergency programme being implemented in Imatong State to respond to the humanitarian crisis.</p>
<b>Position</b>	Driver/Mechanic ( 5 Positions )
<b>Reporting to</b>	Emergency Programme Logistics Officer and WASH manager
<b>Workplace</b>	Ikotos with frequent travels to the three counties of Imatong State.
<b>Starting date</b>	January, 2018
<b>Duration</b>	3 months with a possibility of extension.
<b>Key tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Drive the organization's staff and other officials assigned for work related duties within Imatong State and to Juba.</li> <li>• Maintain the vehicle by performing day-to-day maintenance of the assigned vehicles check oil, water, battery, brakes, tyres, etc. and ensure that the assigned vehicle is road worthy, is not misused and meets the established security standards.</li> <li>• Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept clean.</li> <li>• Ensure that the steps required by the laid down rules and regulations are taken in case of a motor accident.</li> <li>• Ensure mileage log book is completed for every journey.</li> <li>• Ensure that all vehicle documents are available in the vehicle.</li> <li>• Re-fuel the vehicle according to the systems in place and ensure the recording is done without fail.</li> <li>• Assist with loading and offloading of items/materials when necessary.</li> <li>• Regularly check and record all equipment related to the vehicle. Any missing equipment should be reported to the Logistician.</li> <li>• Comply with all relevant Caritas policies.</li> </ul>

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Quality management system  
ISO 9001, Reg.-Nr.14075  
NPO-Label, Reg.-Nr.22116

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	<ul style="list-style-type: none"> <li>• Flexibility to perform other duties as assigned by the supervisor.</li> </ul>
<b>Essential requirements &amp; qualifications</b>	<p><b>MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Completion of Secondary Education or equivalent technical or commercial school.</li> <li>• Minimum 3 years of previous job experience as a driver with an INGO.</li> <li>• Valid South Sudan Driving Licence .</li> <li>• Literate with a good command of spoken English and Arabic. Knowledge of the local language will be an added advantage.</li> </ul> <p><b>DESIRABLE QUALIFICATIONS AND COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>- Mechanical skills.</li> <li>- Ability to work well with people from different backgrounds.</li> </ul>
<b>Application</b>	<p><b>Interested candidates must be South Sudanese should submit ONLY the following documents by 4th December, 2017.</b></p> <ul style="list-style-type: none"> <li>- Application Letter</li> <li>- Copy of certificate (s)</li> <li>- Curriculum Vitae (CV) with names and contacts of three referees who should be present or former direct supervisors and current remuneration.</li> </ul> <p><b>DO NOT SUBMIT ORIGINAL DOCUMENTS OR ANY DOCUMENTATION, PLEASE. IF NEEDED, YOU WILL BE PERSONALLY REQUESTED TO DO SO.</b></p> <p>Please send your application to the <a href="mailto:southsudan@caritas.ch">southsudan@caritas.ch</a> e-mail address stating <b>Emergency Programme Driver/Mechanic</b> in the subject line. You can also hand deliver the application to the Caritas Switzerland Torit Office or the Water Department in Ikotos clearly labelled <b>CARITAS SWITZERLAND - DRIVER APPLICATION</b></p> <p><i>Only shortlisted candidates will be contacted</i></p>
<b>Website</b>	<a href="http://www.caritas.ch">www.caritas.ch</a>