

Approved
Hga
28/02/2017



Vacancy Notice

Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of emergency response, DRR, health, food security, extractives, security & justice, women leadership and investments. Cordaid is active in seven States in South Sudan.

Position Title	Head Driver
Based	Juba office with 40% travel
Reporting to	Logistics Officer

Purpose of the position

The driver will enable transport by Cordaid vehicle of staff, visitors and goods as per requests from the supervisor, in a timely and safe manner. This will be both within Juba (Duty Station), as well as other field sites. He will also strengthen the logistical capacity of the cordaid activities in the Juba office.

Main Tasks and Responsibilities:

Logistics Support

1. Drives Cordaid staff, partner and visitor to meetings, field missions and accommodation.
2. Collects and delivers mail, packages and equipment; and maintains records of all deliveries and distributions.
3. Obtains security clearance for field missions where necessary.
4. Performs airport pick-up duties.

Vehicle Maintenance

5. Ensures that the assigned vehicle is compliant with the Cordaid Vehicle Policy requirements.
6. Performs minor repairs, arranges for regular maintenance and ensures that the vehicle is kept clean and in good condition at all times.
7. Ensures safety and custody of the vehicle.
8. Ensures availability of all the required documents/supplies including vehicle insurance, valied logbook, map of the city/country, first aid kit, standard tool kit, spare tyre and warning triangle in the assigned vehicle.
9. Ensures that, in the event of an accident involving Cordaid vehicle, the necessary steps required by rules and regulations are followed.

Administrative Support



10. Maintains an accurate vehicle logbook recording, logs official trips, records daily mileage, records the use of fuel and keeps records on fuel consumption and maintenance.
11. Assist office staff in filing, photocopying and maintaining stores when required.
12. Assists in the mailing and distribution of newsletters and publications and arranges to pay office telephone and other bills, as required.
13. Participate in refueling generators and cleaning.

People Management & Leadership:

14. Ensures that all required driving training is successfully completed and certifications are kept up to date.
15. Exchanges relevant information and maintains an open line of communication with colleagues and his/her supervisor.
16. When necessary, translates in local language for the head of office and/or official personnel when using the car.
17. Actively participates in CO and operations unit meetings.

Qualifications, skills and competencies

- Knowledge and experience in managing mechanical operations, maintenance of the vehicles.
- At least 4-5 years of working as a driver within a humanitarian organization.
- Good knowledge of the road structure, conditions within Juba and other field sites where cord aid operates.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies.
- Skills in minor vehicle repairs
- Ability to work on pressure and perform multi-tasks.
- Valid South Sudanese driving permit.
- Ability to fluently communicate in English.
- Arabic and the language of the local area are added advantage.

Trustworthy, high sense of responsibility, alertness, physical fitness for duty, emotional stability, neat and courteous, good knowledge of the area and the current conditions of the roads, ability to deal patiently and tactfully with people of different national and cultural background are a high requirement.

Further Information & how to apply

Interested and qualified applicants to submit a motivation with a detailed CV in English, with the contact details of three professional references, including most recent employer/supervisor, should be submitted before 10 March 2017, should be forwarded to recruit.cordaid.ss@gmail.com.

Mention the vacancy reference number in subject line: - (e.g. CSS004-2017 Programme Manager Emergency Preparedness and Response)

Only short listed candidates will be contacted and please note that as this recruitment is for emergency deployment, short listing will be done on a rolling basis and if the ideal candidate is identified before the deadline dates, the recruitment process will be closed.

Cordaid in an equal opportunities employer and women are strongly encouraged to apply.

All applications submitted cannot be returned.

