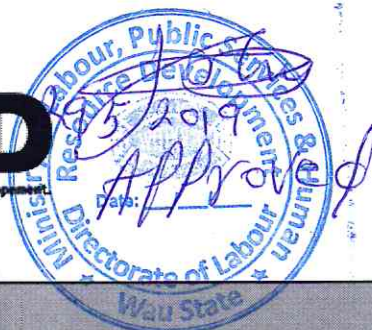




# ACTED

Agence d'aide à la coopération technique et au développement

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## RE-ADVERTISEMENT

### FOR THE POSITION OF LOGISTICS ASSISTANT-MECHANICAL

**Department:** Logistics  
**Position:** Logistics Assistant-Mechanical  
**Location:** Wau, WBeG  
**Reporting to:** Area Logistics Officer  
**Duration:** 3-months (with possibility of extension)  
**Opening date:** 29<sup>th</sup>-MAY-2019  
**Closing Date:** 12<sup>th</sup>-JUN-2019.

#### 1. Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staffs are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

ACTED is looking for enthusiastic and motivated person to fill the above position based in Wau.

#### JOB PURPOSE

Under direct supervision of the Area Logistics Officer, the Logistics Assistant will be in charge of general mechanics; carries out routine checks, repairs and servicing of ACTED Vehicles, motor bikes and equipment, provide mechanical/technical advice to drivers and identify quality spare parts and documentation; recording, keeping records, filing and reporting

#### CHAIN OF COMMAND

Under the authority of:

- Area Coordinator

Line Management: Report to:

- Area Logistics Officer

#### WORKING RELATIONS

Internal:

- Coordination
- Human Resources/Admin Dept
- Finance Dept
- REACH Dept
- Transport Assistant (Logs dept)
- Project Implementation Unit

External:

- Suppliers



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## OBJECTIVES

- To carry out maintenances /services and repair of ACTED vehicles, motorcycles, and equipment's
- To make sure that all vehicles equipments are in good working conditions.
- Provide full advices to drivers.
- Able to detect out any problems in the vehicles mainly Toyota land cruiser
- Perform full mechanical maintenances services and repair of Toyota Land Cruiser Motorcycles and equipment etc.
- Able to carry out services/repair independently without third party

## Duties /responsibilities

- To Carry out repair within ACTED Compound.
- Able to over haul Gear box of Toyota land cruiser
- Make sure all vehicles, motorcycles and equipment are in good condition/order and repaired in time.
- Able to repair mainly Toyota land cruisers
- Able to create/write Job cards before repair and report to ALO .
- Maintenance every vehicle check list correctly
- Make sure each vehicle has folder for keeping check list and services/ repair records
- Able to detect any defects in vehicle, motorcycles and equipment
- Able to schedule every vehicle routine services and put card for next services
- Able to identify original spare parts from Toyota for correct land cruiser usages and duplicate.
- Any other tasks as may be assigned by supervisor from time to time

## Person Specifications/Qualification/skills

- South Sudanese National above the age of 18 and below 64.
- Diploma in mechanical Engineering from a recognized institution
- A minimum of two 2-year work experience in the field of general mechanics and Driving with national or international organization
- Good knowledge of computer applications ie excel, word, etc
- Good communication skills both (written & verbal) in English and Arabic
- Ability to accurately record and keep records
- Ability to work in a busy environment and committed to providing high quality services.
- Attention to details and self-oriented/self-starter.
- Flexible approach to work and capable of prioritizing tasks.
- Ability of working under pressure
- The person must be physically fit and with sound mine
- Have good mechanical skills
- Able to lift and down load heavy parts
- Have Valid Driving License







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## **KEY PERFORMANCE INDICATORS**

- Routine (Daily/Weekly/Monthly) checks on efficiency of vehicles including motor bikes
- Technical judgement and decision making pertaining to spare parts and mechanical condition of machines
- Regular and consistent recording of issues and filing of documents.
- Ensuring that not less than 4 ACTED vehicles (Land cruiser) are in a good working condition daily.
- Number of times accurate reports meet deadlines

## **Submission of applications**

- Applications should be submitted in English together with a cover letter, three references-with Official E-mail addresses and the photocopies of the supporting documents.
- Application materials once submitted are not returnable. So **DO NOT ENCLOSE ORIGINAL PAPERS**
- Applicants selected for interview shall be informed by phone call within two weeks of the closing date. Unfortunately, due to the high expected number of applicants, unsuccessful candidates will not be contacted.
- Applications should be submitted not later than 5:00 PM 12/June/2019 to the following address.

**Hand deliver:**

**In Wau, To; ACTED WAU Office-In Hai Daraja, near IOM office and opposite CORDAID Office**

**In Juba, To; ACTED Juba Office-In Hai Cinema, behind Concord Hotel**

**E-mail: [wau.administration@acted.org](mailto:wau.administration@acted.org) (Wau)**

**E-Mail: [bob.liliyasuk@acted.org](mailto:bob.liliyasuk@acted.org) (Juba)**

**NOTE: This is an Area Based (WAU) Local vacancy, applicants from elsewhere who meet the criteria shall have the opportunity to attend the Written Test, Interview and practical test in Juba or Wau. The successful candidate shall make himself/herself available on an appointed Date to start work in Wau Office.**

**ACTED IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE ANY APPLICANT ANY FEES AT ANY RECRUITMENT STAGE.**

