



JOB ADVERTISEMENT

DRIVER

Starting date: October 2018

Deadline for applications: 1st October 2018

Number of Positions Available: 01

Place of work: Torit

Weekly hours: 40

Contract duration: 12 Months (3 months' probation)

Working Day/time: Monday – Friday (08:30 AM – 05:00 PM)

Salary : According to HI salary policy – non negotiable

Background

Humanity & Inclusion (HI) has been operating in South Sudan since 2006 with its former name as Handicap International, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities; persons with mental health issues; survivors of Sexual and Gender Based Violence (SGBV); Elderly Persons in need (EPN), and Orphans and Unaccompanied Minors. HI's current operations are centered in POC and IDP sites outside Juba city; as well as the host communities of Yei and Yambio in Central Equatoria and Torit in Eastern Equatoria, with the Country Office based in the capitol of South Sudan, Juba. Since 2016, HI has been operating an emergency mobile (or flying) unit responding to the needs of people with MHPSS (Mental Health & Psychosocial Support) needs and disabilities in the greater Upper Nile, Unity and Jonglei states. Overall, about 50,000 direct beneficiaries (people with disabilities and other most vulnerable) are being targeted through MHPSS and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion. HI current programs are funded by ECHO, DFID, MOFA Luxembourg and SSHF –South Sudan Humanitarian Fund- among other donors. As part of its 2019-2020 strategy, HI South Sudan is prepositioning to rejuvenate programming in Protection, and to expand its program interventions in Health (MHPSS), Education in Emergency (EIE) and Food Security & Livelihoods (FSL).

In 2018, HI program activities include;

- Protection program in Juba PoC and Urban Juba Camps, psychosocial support and targeted assistance to persons with specific needs.
- An emergency flying team providing MHPSS, rehabilitation, and inclusion services across the country
- A Victim Assistance project based in Juba and Yei including rehabilitation and livelihood activities
- A new Inclusive Mental Health & Psychosocial Support project in Yei, Juba, Torit, and Yambio providing mental health and inclusion activities and services, working with beneficiaries and service providers.

This Project

This project is collaboration with the DFID Humanitarian and Resilience Program in South Sudan (HARISS). The aim of the HARISS program is to provide life-saving support to the women, men, and children of South Sudan and enable them to cope with the onset of new shocks. The HARISS program works to ensure that quality programming reaches those that need it the most. The HI project will ensure that the most vulnerable individuals are able to access and benefit from these services.

Job Purpose

Under the overall responsibility of the Project Liaison Officer, the driver manages the routine activities and vehicle maintenance. S/he will be responsible for giving services to HI staff, visitors and goods as per requests in a timely and safe manner. This will be in Torit duty station. S/he will also strengthen the logistical capacity of the HI activities.

HIERARCHICAL RELATIONSHIPS

Line manager: Project Liaison Officer

Key Responsibilities

Logistics Support

- Drive HI staff, partner and visitor to meetings, field missions and accommodation
- Obtains security clearance for field missions where necessary
- Perform airport pick- up and drop-off duties

Vehicle maintenance and management

- Ensure that the field vehicle is equipped and in compliance with the HI vehicle policy requirements and local requirements
 - Ensure that the vehicle inspection has been conducted and the vehicle is safe to drive
 - Perform minor repairs, arrange for vehicle maintenance and ensure that the vehicle is kept clean and in good condition all the times
 - Ensure safety and custody of the vehicle, including tools. Drive and park vehicle on designated safe and secure parking during the day and evening
 - Ensure availability of all the required documents/supplies including vehicle insurance, valid logbook, Map of the city/Country, first aid kit, standard tool kit and warning triangle in the assigned vehicle.
 - Check and coordinate necessary arrangements to ensure the vehicle security features – locks are functioning and wheel lock nuts are in position and the alarm are in place.
 - Ensure to take the necessary steps required and follow the standards rules regulations in the event of an accident involving HI vehicle. Submit incident report and the photos.
 - **Administrative support**
 - Maintain an accurate vehicle logbook, recording vehicle official trips, records daily mileage, records the use of fuel and submits to the Logistics Officer for filing records on fuel consumption and maintenance.
 - Provide assistance to the office administration during working hours including but not limited to:
 - Assist in the preparation of training/events and provide administrative assistance.
- Any other duties and responsibilities assigned by the Site Manager or Logistics Officer that is

within the post-holder's expertise and experience.

Note: This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.

Eligibility/Qualifications to Apply

- Minimum qualification requirement – Secondary education
- Knowledge and experience in managing mechanical operations, maintenance of the vehicles.
- At least 4-5 years of working as a driver within humanitarian organization.
- Good knowledge of road structure conditions within Torit and other field sites where HI operates.
- In possession of clean and valid driving licence.
- Knowledge of driving rules and regulations, chauffeur protocol and courtesies.
- Skills in minor vehicle repairs
- Ability to work on pressure and perform multi task
- Valid South Sudanese driving permit
- Ability to fluently communicate in English
- Arabic and the language of the local area are added advantage.

HOW TO APPLY

Qualified candidates are invited to submit their applications (**CV and Cover letter**- clearly state the address, contact information and position applied for) before **5:00 PM** on **1st of October 2018** through physically or email to: recruitment@southsudan.hi.org

Humanity & Inclusion

AVSI Compound, Hai Longute

Or

Hai Malakal, plot No 83, Block AXIII
Juba, South Sudan.

Name of the position applied for must be written on the email subject or on the envelope

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

Handicap International is an equal opportunity employer and welcomes applications from women and persons with disabilities

