



Chemonics International Inc.

Ministry of Health Compound

Juba South Sudan



**JOB TITLE:** Driver (Two Positions)

**JOB LOCATION:** Juba, South Sudan

**REPORTS TO:** GHSC-PSM South Sudan Country Risk Manager.

**Opening date:** November 29, 2017 09:00 a.m.

**Closing date:** December 15, 2017 5:00 p.m.

## POSITION DESCRIPTION

### Summary:

The purpose of the Global Health Supply Chain (GHSC) – Procurement and Supply Management (PSM) project is to ensure uninterrupted supplies of health commodities in support of USG-funded public health initiatives around the world. The project provides direct procurement and supply chain management support to the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), and Population and Reproductive Health. In supporting USG-funded global health activities, PSM will develop and manage a wide array of services for health commodity procurement and related systems strengthening technical assistance encompassing different elements of a comprehensive supply chain.

At the country level, GHSC-PSM supports country strategies and priorities that fall under the following three project objectives:

- Global Commodity Procurement and Logistics
- Systems Strengthening Technical Assistance
- Global Collaboration to Improve Long-Term Availability of Health Commodities.

### Principal Duties and Responsibilities

The Driver is responsible for providing effective logistics and transportation support for the South Sudan project staff.

The Driver is responsible for the following principle duties and responsibilities:



- Drive assigned project vehicle daily, as assigned and/or pre-approved by the Operations Officer, including scheduled field trips, project-related trips, and other driving assignments as required.
- Ensure passenger safety by obeying traffic laws, driving carefully, requiring the usage of passenger safety belts, and not using a mobile phone or GPS system while in motion.
- Clean the interior and exterior of the assigned vehicle daily.
- Check assigned vehicle(s) daily (tires, water, oil, fuel, radiator, fan belt, brake fluid, wipers, lights, and signals) and conduct maintenance as necessary to ensure that the vehicle is fully operational and safe to drive.
- Perform emergency repairs on assigned vehicle(s), including changing flat tires.
- Fulfill project reporting requirements and maintain accurate records on vehicle routing (dates, mileage, destinations, passenger lists and signatures), vehicle condition, and fuel consumption and ensure records are submitted in a timely manner.
- Initiate and supervise any repairs required on assigned vehicles with Operations Officer's approval.
- Keep stocked first-aid kit in vehicle at all times.
- Initiate and supervise routine periodic maintenance of assigned project vehicle(s), including oil and filter changes, tune-ups, and professional cleaning based on manufacturer's instructions on optimum maintenance requirements.
- Facilitate administrative transactions with governmental and other institutions.
- Carry out procedures for clearing project commodities from customs as needed.
- Move office furniture or other equipment from one place to another, within a reasonable weight limit.
- Possess up-to-date knowledge and understanding of security and evacuation procedures and routes, as dictated in the field security policy manual.
- Other duties as assigned.

### **Required Skills and Qualifications**

- Completion of secondary school required.
- Basic proficiency in English required.
- Minimum five (5) years of experience as a driver; experience working for international organizations.
- Valid South Sudanese license and impeccable driving record required.
- Understanding of auto mechanics required; certification in mechanics or automobile maintenance strongly preferred.
- Must be in good physical health.
- Availability for overtime work and field travel as required.
- Excellent interpersonal and communications skills.
- Demonstrated versatility and integrity.

### **Duration of Assignment**

This is a fixed term position.

### **Location of Assignment**

The location of assignment is Juba, South Sudan, with intermittent travel throughout the country as needed.

## **Supervision**

The Driver will report directly to the GHSC-PSM South Sudan's Country Risk Manager.

**Submit your application to email: SouthSudanPSM@gmail.com , copy aaroba@ghsc-psm.org or drop off a hard copy to the Chemonics office, located at Diplomat Apartment – directly behind Rainbow Hotel. Plot #80, Hai Almatar, Tomping, Juba South Sudan.**