



# ICRC

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



## JOB OPENING Car Dispatcher Based in Wau

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Wau.

### Main Duties & Responsibilities:

- To transmit FTF (Filed trip forms) for approval on time.
- Monitor the fuel consumption in coordination with workshop.
- Create upon request any type of statistic report related to his work.
- Maximizes efficiency of vehicles utilization according to ICRC standards and rules.
- Plans and follows-up holidays schedule for all drivers in coordination with HR.
- Follows-up drivers and vehicle activities and updates the status and trip boards.
- Monitors, controls and reports the use of the vehicles to the supervisor.
- Follows-up and records equipment inventory in each vehicle.
- Ensure that all relevant vehicle documents are valid and located in vehicles.
- Preparation of weekly mileage records in coordination with workshop.
- Day to day handling of the filing system and ensure the flow of information and direct Reporting to his supervisor is done perfectly in coordination with workshop.
- Disseminates the driver tasks and monitors its progress and outcomes.
- Follow-up of the drivers files (Expatriates and locals).
- Follow up of the vehicles and generator file in coordination with workshop.
- To ensure that the vehicle are clean inside and outside.
- Verifies that all ICRC security rules are applied and followed.
- Ensure that all documentations related to the load are available and correspond to the need.
- Assist the person in the accident spot and deal with the police to obtain accident report.
- Monitor, record and follow up on the drivers performance and behavior in coordination with the supervisor.'

### Minimum Required Knowledge & Experience:

- 'A' Level (Higher/Advanced Higher Grade exam) or equivalent. Some college coursework completed or an Associate Degree is an asset.
- Additional vocational training in fleet management, administration, logistics or other relevant field.
- 3-5 years of experience as a driver or in fleet management, logistics, administration or similar position.
- Conversational in English and Arabic.
- Intermediate level in computer skills.
- Heavy vehicle Driving license for at least 5 years; Succeeded in ICRC Driving test.
- Master 4/4 and VHF use.
- Basic mechanical skills.
- Excellent knowledge of the geographically assigned environment.
- Skilled in the following competencies: Adapting & Learning, Team Work, Planning, Organization &
- Assessment; Communication (Ability to express views and ideas); Security Management.

Interested candidates should submit their application clearly marked "Car Dispatcher" (including C.V. written in English and copies of certificates) at latest Tuesday, 7<sup>th</sup> March 2017 to The Administrator:

Either At the ICRC reception : Juba, Wau, Rumbek and Bor  
Or By email to : [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org)