



VACANCY ANNOUNCEMENT



Post Title:	Driver
Number of Vacancies:	One (1)
Duty Station:	Akil Centre - Isohe
Contract lengths:	From 1 st June to 31 st December 2016 (with a possibility of Extension)
Report to:	Project Manager

Organizational background

The overall goal of CARITAS TORIT/CATHOLIC DIOCESE OF TORIT is to build a peaceful and reconciled society through Integral human development. Caritas Torit covers all the 8 (Eight) counties of Eastern Equatoria State with 16 (Sixteen) health facilities which includes 2 (two) Hospitals, 7 (Seven) PHCCs and 7 (Seven) PHCUs. The Diocese is the biggest health provider in the State.

In Education, Caritas Torit has 15 (fifteen) primary schools, 4 (Four) Secondary Schools and 1 (one) Vocational centre.

Other major interventions includes Food security, Peace building, Community empowerment, Veterinary and Lastly Catholic Diocese of Torit has FM Radio that covers all the 8 Eight Counties bringing the message of Peace building and linking the people of the Diocese with the rest of the Country and the world through the Sudan Catholic Radio network.

OVERALL PURPOSE OF THE JOB:

This position ensures the transportation of staff, material and equipment to various destinations and for different duties. The position exists to maintain swift and prompt delivery of project resources.

KEY ACTIVITY AREAS

- Drive authorized staff and transport goods as required.
- Take responsibility for the daily check of tire pressure, oil, water and fuel and in the engine (there must be enough fuel to drive at least 40 km at any time).
- Mail delivery etc.
- Maintain the vehicles in the best working conditions.
- Clean the cars inside as well as outside.
- Carry out the regular checkups as mentioned in the logbook.
- Update the logbook by writing the mileage, quantity of fuel and services when needed.
- Respect South Sudan laws and Caritas Torit rules at any time.
- Keep a valid driver license, ready for inspection.
- Ensure that the road and insurance licenses are valid at all times.
- Ensure that proper procedure is followed in the handing over of vehicles.
- Always park the car in a position ready to go.
- Report directly to the nearest police station and to the Project Manager and Logistician in case of an accident.
- During time of duty the driver must always be available and ready in case of emergency.
- Be prepared to work beside the stipulated official working hours if required by the project.
- Ensure that vehicles have complete functioning toolboxes, first aid kits, jack, deflectors, Fire Extinguishers, towing rope and other emergency accessories needed in emergency situations.
- Ensure that all persons in the vehicles use safety belts at all times.

Minimum Required Knowledge and Experience

- Diploma/Certificate in Driving
- Knowledge and skills in Defensive driving, management of conflict and insecure incidences.
- Must have at least Two (2) years of field driving experience.
- Very conversant with road network in Eastern Equatoria
- A team Player with excellent interpersonal and communication skills
- Excellent planning, Time management and prioritization skills
- Committed individual, very clean and willing to abide by policies and procedures
- Proactive and reliable, Valid driving license
- Willingness to assume additional responsibilities as requested by the immediate supervisor.
- Ability to meet deadlines/Willingness to work even in extremely harsh and unfavorable conditions/under pressure.
- Able to prepare monthly status reports
- Aged between 26yrs and 38 years old

Application Procedure:

This position will be **based in Isohe** and is **only open for South Sudanese Nationals**.

- Handwritten application with comprehensive CVs, including three recommendation letters from former employers must be received at CARITAS TORIT/ CATHOLIC DIOCESE OF TORIT office Along Mission Road, Torit EES; HR Office, not later than **4 pm; the closing date of 27th May 2016**. Applicants are encouraged to submit their letter of application & CV through our E-mail address info@caritastorit.org and hr@caritastorit.org please indicate in the subject line the position you are applying for;
- **NB:** Applications received later than the deadline will not be considered. **Only short listed candidates will be contacted.** Due to the urgency of this vacancy announcement, CARITAS TORIT/ CATHOLIC DIOCESE OF TORIT reserves the right to fill this position prior to the closing date.

Caritas Torit/Catholic Diocese of Torit is an equal opportunity and affirmative action employer.

Caritas Torit/Catholic Diocese of Torit, Mission Road Cell +21123037099 info@caritastorit.org