



South Sudan  
Plot 592, Block 3K, Airport Road  
Tomping, Juba (UNMISS ROAD)  
Central Equatoria

15<sup>th</sup> May 2017

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** Driver/Mechanic  
**DUTY STATION:** Magwi County  
**REPORTS TO:** Logistic Officer  
**STATUS:** Full Time

### COUNTRY PROGRAM OVERVIEW

The overall objective of the ARC South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ARC implements a multi-sectoral program that includes primary health care, tertiary care, Nutrition, WASH and Gender based violence prevention and response activities. ARC currently works closely with the County Health Departments in large scale county wide health and nutrition programming. ARC's GBV programming is expanding its outreach mechanisms and introducing innovative new initiatives. ARC has program activities in Central and Eastern Equatoria, Northern Bahr Gazal, and Upper Nile.

### PRIMARY PURPOSE OF THE POSITION

The Driver/Mechanics main responsibilities are to ensure the proper and timely maintenance of vehicles and generators, to support and the smooth running and of ARC vehicles and generators.

### MAJOR AREAS OF ACCOUNTABILITY PRIMARY DUTIES/RESPONSIBILITIES:

The Mechanic/Driver will work under the direct supervision of the Logistics Officer. The incumbent will be responsible for performing the following duties and responsibilities:

#### Implementation

- Organizes weekly checkups of all ARC vehicles and generators and reporting their status and recommendations to the supervisor.
- Schedules and carries out maintenance service of ARC vehicles and generators including repairs.
- Ensures that all ARC vehicles are equipped with all necessary tools and equipment.
- Performs morning checks to ensure that all ARC vehicles are in a good working condition before they leave for field trips.



- Ensures that the ARC vehicle workshop is managed and maintained well.
- Ensures that all ARC tools, tool boxes and equipment for the workshop are kept safe, well maintained and catalogued.
- Requests for fast moving spare parts for all ARC vehicles and generators, ensures that only genuine parts are procured and are always available in stock.
- Travels to the field when required to carry out repairs in case of breakdowns in the field.
- Ensure a weekly check of inventory of tools in all ARC vehicles.
- Drive ARC vehicle in safe manner and on movement schedules as authorized by the Logistics Officer or any other Officer acting in that capacity.
- Drive ARC vehicles in strict adherence to the laws governing road safety for other motorists, cyclists, pedestrians and passengers.
- Keeps assigned vehicle full of fuel, oil, water and other lubricants, and account to the Logistics Officer or any other officer acting in that behalf for fuel used.
- Keep and maintain motor vehicle movement Log Book.
- Wash, clean and make the vehicle tidy for use.
  - Performs other tasks as required by supervisor

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#### EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- This position is open to South Sudanese nationals only.
- At least two to three years' practical experience in similar position with an INGO or government institution.
- A certificate of technical training in motor vehicle or mechanical expertise.
- Valid driving license.
- Ability to maintain confidentiality and respect for clients at all times is essential. .
- Ability to work as a member of a team essential.
- Ability to communicate in English, and/or Arabic. .
- Knowledge of the local language is an asset

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#### HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs to ARC South Sudan office located at Thong ping UNMIS road Juba (near UNMIS main). Applications can also be submitted to the following email address: [ssvacancies@arcrelief.org](mailto:ssvacancies@arcrelief.org)

Please note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. **Only shortlisted candidates will be contacted for an interview.**

**The Deadline for receiving applications is 5<sup>th</sup> June 2017 at 5:00 pm local time.**

