



Driver Vacancy – Position is open to South Sudanese nationals only.

Department: Administration
Location: Juba, South Sudan
Management: Reporting to the HR & Admin Officer

Overall purpose of the job

To safely transport FCA staff, visitors, equipment and other materials as required, and to ensure the vehicle is clean, well maintained and fit for travel. The position is based in Juba with regular travel to the field and the applicant must therefore be willing to travel to other parts of South Sudan as and when required.

Main tasks and responsibilities:

- Drive FCA staff members safely to various destinations as required
- Ensure that yourself and passengers use available seatbelts at all times
- Ensure that the vehicle is ready for use (fueled, clean, maintained) at all times
- Discuss necessary fueling, maintenance and servicing activities with the Logistics Officer, or other appropriate FCA staff in good time
- Drive in a manner that respects the other road users and ensures maximum life span of the vehicle
- Record details of each journey, any refueling and repairs or maintenance in the vehicle log book on a daily basis
- Ensure that the vehicle and its contents are kept secure (i.e. locked doors, closed windows)
- Ensure that the necessary documentation, in addition to emergency and repair equipment is carried in the vehicle at all times
- Ensure that the assigned vehicle is kept in good top mechanical condition

Key Experience / Skills

- Must have valid driving licence and have been driving for at least 3 years.
- Basic literacy (able to complete driver log book)
- Good command of English and Juba Arabic
- Good knowledge of the routes in and around Juba
- Honest, helpful, reliable and punctual
- Able to use communications equipment
- Safe driving record



Other Skills

Applicants with the following skills although not mandatory will have an added advantage;

- Basic mechanical skills
- An international driving permit.
- Defensive driving skills (certified)
- First Aid

A one year fixed term contract, with a three-month probation period, will be offered to the successful candidate. The contract is subject to renewal based on performance and funding. The compensation will be based on FCA Salary System.

Please apply by sending both a detailed curriculum vitae and a motivation letter in English with the names and email addresses of references and copies of national ID cards by **Wednesday 22nd of March, 2017 16:00 PM** to admin.ssuco@kua.fi or submit hard copies marked "Driver" to Finn Church Aid Office in Juba (Juba Na Bari Bilpham Road, Behind Midan Rembo, after Liaison Court Apartment Building.).

Note: Please do not attach original documents to your application. Application documents will not be returned to applicants.

