

Approved
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Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position.

Vacancy: Base Mechanic
Reports to: Area Logistics Manager
Duty Station: Maban County Hospital
Start Date: ASAP
Deadline of Application: 6th March 2018



SUMMARY OF THE POSITION

Provide Supervisory role to all mechanics and fleet at Maban for Projects and T2. To perform highly skilled and complex mechanical repairs. Perform the duties of a mechanic involved in inspecting, repairing, fabricating, rebuilding and maintaining. Specifically, but not limited to, 250KVA and smaller generator and light duty vehicles up to a 4 ton truck. Other mechanical work may involve heavy duty equipment. Ability to perform heavy manual labor. Work special hours as required. Ability to travel to other locations as needed to perform mechanic work. Work is performed under the general supervision of the "Area Logistics Manager and Area Coordinator for T2"

MAJOR DUTIES AND RESPONSIBILITIES:

Vehicles repairs and maintenance

- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Complies with state vehicle requirements by testing engine, safety, and combustion control standards. Facilitate logbook renewal inspections.
- Maintains vehicle appearance by ensuring they are cleaned, washed, or painted.
- Allocate work and support to other Mechanics at the base in the most efficient and effective way and Line- manages all base Mechanics.
- Undertake welding, fabrication, mechanical or machining work as required.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Contains costs by using warranty; evaluating service and parts options.
- Performs preventive maintenance including checking for leaks, worn parts, taking oil samples; orders and installs replacement parts; adjusts, calibrates and inspects the operation of vehicles.

- Proactively advises of current and upcoming repairs to prevent any delays in using the vehicles.
- A Provide technical assistance to T2 head mechanic
- Assist / advise on major repairs of T2 vehicles performed in Maban

Generator repairs and maintenance

- Maintain generator functional condition by repairing engine failures, repairing mechanical and electrical systems malfunctions, replacing parts and components, repairing body damage.
- Maintain generator appearance by ensuring they are cleaned, washed or painted
- Keeps generator usage and maintenance records up to date.
- Performs preventive maintenance including checking for leaks, worn parts, taking oil samples; orders and installs replacement parts; adjusts, calibrates and inspects the operation of generators.
- Manages the operation of generators through strict adherence to the operation schedule.

Inventory/ store Management

- Maintains vehicles and generator parts inventory. Keeps supplies ready by inventorying stock, documenting use and placing orders for both vehicles and generators. Must keep specific part numbers and recommended brands.
- Keep a clean and organized work environment
- Receiving T2 Cargo flights and verifying contents with Juba and field
- Oversee T2 Maban stores
- Maintaining and regularly reporting on inventory of all T2 Maban supplies and fuel
- Coordinating with Juba/field to facilitate cargo movement between Maban and T2
- Over seeing loading and offloading, creating way bills and communicating about vehicle travel
- Ensure security of T2 stores and report any issues therein
- Coordinate with head mechanic in person or via communications to identify name and part numbers of replacement parts needing to be ordered, then submit request to project Supervisor /AC for review.
- Fleet auto parts inventory, at least 1-2 times in a month
- Communicate with the flight team to perform regular auto parts inventory, collecting update on type and quantities from the field and inputting into database to submit to AC.

Fleet management

- Maintain thorough and exhaustive vehicle records by recording service and repairs and ensuring that vehicle log sheets are being used.
- Provide support in allocation and management of vehicles movement and updating vehicles movement board.
- To provide detailed input for the quotations, planning and reviews of all workshop projects.

SPIRITUAL NURTURE

- Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers



- Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.
- Assess, manage, and report critical physical, emotional, or spiritual concerns of supervised staff.

KNOWLEDGE AND SKILLS

- Diploma in motor vehicle engineering
- Four years' experience working as a Mechanic in an International humanitarian organization(s)
- Experience and considerable knowledge of the methods, materials and means related to mechanic and automotive repair.
- Equipment used in the maintenance and repair of various types of heavy equipment and other power driven equipment and tools.
- Working knowledge of the occupational hazards and safety precautions of the trade.
- Skilled in the operation of a variety of tools and equipment used as a mechanic
- Repair of generators, quads, motorbikes, cars, light trucks and up to 4 ton trucks.
- Ability to prepare and maintain accurate records and reports.
- Ability to understand and carry out complex oral and written instructions.
- Ability to analyze and repair mechanical failures.
- Ability to work effectively and establish good working relationships with other employees.
- Ability to work effectively with the general public.
- Good traffic record.
- Meet the physical and mental requirements as established by a licensed Physician and/or psychologist selected by Bloomfield
- Have a valid driver's license
- Preference given to those with computer skills in the Microsoft Office such as Word, Excel and Outlook.
- Preference given to those with a valid driver's license and past experience for medium duty vehicle driving such as a 4 Ton truck

How to apply: Any interested applicants are required to submit an application letter, copies of academic certificates, updated CV, copy of National ID card for clear nationality identification to Samaritan's Purse – Maban Office by **6th March, 2018**. Only South Sudanese applicants will be considered for this position.

Application can also be sent via email to: RecruitMaban@Samaritan.org

We do appreciate your interest in working with us. However, only short listed candidates will be contacted.

Approved:

RDC Juba
C. Chen Igashin

