

Approved
Jfa

10 JUN 2019



**PREMIERE
URGENCE
INTERNATIONALE**

JOB OFFER

Roving Mechanic/Driver

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organisation. Our teams are committed to supporting civilian and victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. PUI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programs to each context and to the real needs of the most vulnerable populations

The association leads in average 180 projects a year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 4 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe, Caucasus and France.

PUI aims at an integrated approach combining health, nutrition, food security and WASH, in coordination with partners, as to have an effective program with a large impact, with the aim to reach the most vulnerable.

PUI has been implementing projects in South Sudan since April 2015 and aims at further developing its activities in the country and extend its coverage for the coming year(s). PUI is addressing the urgent needs of the most vulnerable in the targeted areas, through an integrated approach based on the following strategic objectives

- To save lives by providing timely, quality and integrated multi sectoral assistance to the most vulnerable individuals in coordination with partners;
- To assist in the process of restoring the capacities of government bodies and communities to rebuild and recover from crises and prevent relapses;
- Contribute and mainstream protection in all of PUI programs for beneficiaries facing violence, threats, coercion in order to protect their dignity and rights.

Since 2015, PUI has implemented the following projects in the country:

➔ **Access to Primary Health Care services**

PUI has been supporting Majak Kaar PHCC in Aweil North (former Northern Barh El Ghazal), with an average of 7,000 consultations a month in OPD and SRH.

Since 2018 PUI has focus more on an essential health care package through outreach activities, with a focus on the most vulnerable, including children under 5 and pregnant and lactating women

➔ **Nutrition**

In Aweil North (NBeG), PUI provides nutrition services according to the Community Management of Acute Malnutrition (CMAM) protocol at PHCC level and through outreach activities. This includes Out-patient Therapeutic Program (OTP) and Targeted Supplementary Feeding Program (TFSP) for children between 6 and 59 months as well as Pregnant and

Lactating Women (PLW). PUI currently supports 15 nutrition sites. At Majak Kaar PHCC, PUI also runs a Stabilization Centre (SC) for children suffering from Severe Acute Malnutrition (SAM) with complications,

➤ **Food Security**

In 2018, PUI started implementing a FSL program providing emergency livelihood support to food insecure households in 18 Bomas (a local administrative level) of Aweil North (NbeG), including in the villages where PUI runs health and nutrition programs, thus integrating all services.

In addition, PUI conducted in August 2018 a rapid FSL needs assessment in Twic State (former Warrap State) – which prompted a new emergency FSL program in that area. The current FSL project supports 6,300 Households in Aweil North and Twic and stands on three core components:

- Distributing vegetable and fishing kits;
- Establishing group gardens/fishing groups and demonstration plots;
- Supporting the groups with extension services and trainings on conservation agriculture techniques, Post-Harvest Management, IPDM (Integrated Pest and Disease Management) and safe and hygienic gardening and fishing practices.

POSITION GENERAL INFORMATION

- **Position:** Roving Mechanic/Driver
- **Based in:** Pamat in NBeG and Greater Bahar El Ghazal Region

Supervision

- Under the direct supervision of: Logistics officer and Base Logistician
- Under the indirect supervision of: Logistics Coordinator
- Supervision of : Drivers
- Under the overall supervision of: Area Coordinator/Head of Mission

OVERALL MISSION

General objective

Under the direct supervision of the Base Logistician, the Roving Mechanic / Driver has to ensure the daily transportation of PUI staff and goods, following the established schedules, as well as the maintenance and safety of PUI vehicles.

Responsibilities and tasks

- **Vehicle and motor cycle Maintenance**
 - To check the car fleet (log book, usual checking...) in coordination with the Logistics Officer/ Base Logistician.
 - To check all the documents of the vehicles and their validity and report to the supervisor well in time for renewals
 - Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately of all cars and generators.
 - Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicles functionality and longevity as required.
 - Schedule future maintenance sessions and advise motorists on good vehicles use.
 - Repair or replace broken or dysfunctional parts and fix issues (e.g. leaks)

- Provide accurate estimates (cost, time, effort) for a repair or maintenance job.
 - Report any defect noticed on the cars and motor bikes immediately to the supervisor for remedial action to be taken.
 - To ensure maintenance and Servicing of the motorcycle fleet: fuel, cleaning, checking and repairs.
- **Generators**
- Ensure that the generators are inspected regularly and any problems noticed are reported immediately to the supervisor.
 - Inspect generator engine and mechanical/electrical components to diagnose issues accurately of all generators and carry routine maintenance of time as required.
 - Ensure the generators are kept clean and the area around them is clean.
- **Transportation**
- To drive PUI staff, or other staff to any place only and ensure the safety of all passengers.
 - To fill in the log book for every movement according to PUI rules.
 - To drive PUI materials and equipments for professional purpose only and help with the loading and unloading of the vehicle.
 - To park the vehicles in accordance with PUI safety rules.
- **Supervision**
- Supervise all the drivers including the daily worker drivers and rental drivers and ensuring log
 - Perform the annual performance evaluations for the drivers.
- **Security**
- To share security information with the Logistics officer/ Base Logistician in the base.
 - To make sure all his/her passengers put on their security belt.
 - To follow PUI driving rules and regulations.
 - To understand and obey traffic law and regulations.
- **Support**
- To help with any task related to the activities/ or structure of the mission when required by his/her supervisor.
 - Prepare and submit weekly, monthly reports on time.

The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs.

QUALIFICATIONS

Mandatory requirements

- **Language Skills:** Fluent in local languages , Arabic and English.
- **Work experience:** Significant experience in driving light vehicles with INGO (3-5 years) and Mechanic.
- High school diploma is preferred; Certification from a vocational school or completion of apprenticeship is preferred.
- **Other requirement**
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- Knowledge of PUI working areas.
- Valid driving license (3 year minimum)
- Mechanical and Basic electrical skills.

asset.

- Excellent knowledge of mechanical, electrical and electronic components of vehicles
- Ability to handle various tools (e.g. pliers) and heavy equipment (e.g. lift)
- Willingness to observe all safety precautions for protections against accidents, dangerous fluids, chemicals etc.

HOW TO APPLY

Interested candidates should send online applications to:

recruitment@premiere-urgence-southsudan.org

Hand delivery applications:

➤ Can be submitted to:

PUI Juba Office, Plot No.347, Block 3-K South Thongping, Juba, South Sudan
before **February 1st, 2019 by 5.00 PM**

The position must be clearly indicated on the application. Only candidates who meet the selection criteria will be contacted.

This position is open to South Sudanese national only.

MALONZEU Lilie Nadège

Administrative and Finance Coordinator

Première Urgence Internationale

Juba, South Sudan

