



Approved  
Hga  
13/10/2017

## Vacancy Announcement

For South Sudanese Nationals Only

### DRIVER



#### General information:

- Organization: Polish Humanitarian Action (PAH)
- Position: Driver
- Location: Magwi - South Sudan
- Reports to: Logistics Officer - Fleet & Transport
- Deadline: 25<sup>th</sup> October 2017

Polish Humanitarian Action (PAH) is a non-governmental organization employing people who want to make the world a better place. For over 20 years, we have been providing relief in big and small emergencies worldwide alongside with running missions in several countries in crisis. Our interventions of both humanitarian and development character have been carried out in 49 countries so far. We concentrate on ensuring sustainable and stable development of regions suffering consequences of war and/or natural disasters. We possess long-standing expertise in Water, Sanitation and Hygiene (WASH), but also implement projects in Food Security and Livelihoods (FSL), as well as Shelter. For more information, please refer to [www.pah.org.pl](http://www.pah.org.pl).

#### PAH in South Sudan:

PAH has been working in South Sudan since 2006 as one of the first NGOs established in Jonglei State. We are a small team of committed individuals aiming at delivering tangible and sustainable change in the largest, most populous and most conflicted state of South Sudan. We are needs- and community based, hence aside drilling and repairing boreholes, developing accompanying O&M structures and innovative approaches to sanitation and hygiene promotion, we have also been developing our emergency response capacity. Our Emergency Response Team (ERT) mainly reacts to WASH and NFI needs of populations affected by conflicts and natural disasters, which have been on the increase for the past three years. Thanks to the expertise gathered over the years, we were also appointed to lead WASH Cluster in the state: we coordinate WASH emergency response with partners and hence make sure all vulnerable communities are served at the time of crisis.

#### Who PAH is looking for:

PAH in South Sudan is looking for a Driver. The person will hold the following responsibilities:

- 1) Drive motor vehicle to transport passengers and cargo to designated locations in south Sudan.
- 2) Undertake routine and preventive maintenance of motor vehicle by checking and topping-up the level of petrol, oil, water, battery electrodes and tyre pressure before operating the vehicle.



- 3) Clean and polish the vehicles every morning before driving and evening on parking, change tyres as well as make minor repairs or adjustments.
- 4) Perform miscellaneous errands such as collecting and delivering mail and other items as well as buying goods, supplies and consumer items.
- 5) Load and offload baggage, goods and other material supplies with due regard to the safety of other people.
- 6) Observe traffic and safety precautions, motor vehicle accident and traffic violations. In addition, undertakes first aid in case of accidents
- 7) Requisitioning for diesel to ensure cars do not run out of fuel below 40 ltrs in both rear and front tanks
- 8) Maintain records of motor vehicle's daily activity showing journey, mileage, consumables and signature of authorizing officer
- 9) Submit vehicle check reports every Monday morning before 10:00HRS.

### Core competencies on the position

- a) Ability to follow detailed oral and written instructions as well as interpret and follow operating manuals and maintenance manuals.
- b) Must demonstrate 20/40 vision in each eye and hearing capability without the use of hearing aid.
- c) Knowledge of the country's road network in both urban and rural areas as well as ability to interpret road maps and rough hand drawn sketches
- d) Demonstrated knowledge of first-aid applications
- e) Ability to interpret and comply with safety codes, traffic rules and regulations.
- f) Ability to perform safety inspections, recognize and report mechanical problems, perform preventive maintenance check (oil, and all fluid levels, tire pressure) etc.
- g) Ability to operate vehicles in severe weather conditions, in mountainous areas or on rough steep terrain and loose surfaces such as sand, gravel or mud.
- h) Ability to report facts concerning accidents or emergencies to hospital personnel or law enforcement officials
- i) Ability to load/offload heavy goods, interpret all vouchers, bill of laden, invoices to insure proper handling and distribution of supplies and materials transported.
- j) Ability to operate vehicles at night and at times in reduced visibility.
- k) Ability to maneuver vehicle in tight spaces, judging distance in congested positions





The said list is not inclusive and may require the Employee to perform other duties as assigned by the Employer.

**Application Submission Criteria:**

Please send a covering letter outlining how your skills and experience meet the Person Specification along with your CV to Human Resources at [recruitment.ssud@pah.org.pl](mailto:recruitment.ssud@pah.org.pl) or submit your application hard copies to PAH Compound South Sudan near Nile Fortune Hotel, Tomping - Juba - South Sudan.

Please indicate the position you are applying for in the subject line i.e. *“Application for the position of “Driver”*

**Note:** due to urgent need to fill this position, short listing may take place before the advertisement dead line.

We appreciate your application however, only short listed candidates will be contacted. If you have not been contacted within the closing date we regret that your application has been unsuccessful.

