



**CATHOLIC RELIEF SERVICES SOUTH SUDAN PROGRAM
(RFSP)**

JOB ADVERTISEMENT

Title : Chief Mechanic
Location : Bor
Department : Operation
Report to : Fleet Manager or Designee
Supervisory : Senior Mechanic, mechanic and assistant mechanic



Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or color.

Catholic Relief Service (CRS) South Sudan program is implementing the **Resilience Food Security Program (RFSP)** in Bor, Uror (Yuai), Pibor, Duk, and Twic East.

PURPOSE OF THE POSITIONS

Manage and implement a professional vehicle maintenance and repair system to ensure fleet roadworthiness and prolong the functional life of CRS vehicles in Jonglei. Supervise a team of mechanics and assistant mechanics in the direct provision of vehicle maintenance repair in Bor and other CRS bases in Twic East, Duk, Uror and Pibor. Manage and provide monthly reports on the system for the specification, procurement and checking of spare parts. Supervise and account for the issuing, utilization and disposal of all fleet spare parts and consumables in compliance with CRS policy. Provide technical training and supervision to drivers and mechanics in all CRS field bases on vehicle servicing, maintenance and repair.

KEY RESPONSIBILITIES:

- ensure functionality of the CRS Jonglei fleet of land cruisers, motorbikes and tractors by recording operator complaints, conducting inspections and, setting up and managing schedule of mandatory maintenance and servicing in all field locations;
- supervise and carry out repairs of engine failures, mechanical and electrical systems malfunctions, parts and components replacement and body damage;
- organize and supervise the maintenance of all CRS vehicles in field bases in Twic East, Duk, Pibor and Uror.
- ensure that all vehicles have a minimum specification of essential spares and tools;
- ensure that all CRS field bases have a minimum specification of vehicle maintenance and repair tools to carry out preventive maintenance and repair;



- ensure that field vehicle records and official log book, service and maintenance books are maintained in compliance with CRS standards, including complete and accurate recording of all servicing and repairs.
- manage and oversee the custody and use of all fleet tools and equipment for vehicles maintenance and repair.
- provide field based training to drivers on vehicle check procedures and the conduct and logging of preventive checks and maintenance;
- identify skill gaps in fleet team for drivers and mechanics and provide or organize training as necessary;
- specify, oversee and verify any vehicle repair undertaken by commercial vendors on the CRS fleet;
- conduct checks on the quality of preventive maintenance vehicle servicing and repair carried by the mechanics.
- ensure a minimum level of stock for fast moving spare parts and consumables by placing orders, verifying receipt and supervising the issuing of items to the mechanic's team.
- conduct regular assessments of vehicles in the CRS Jonglei fleet and recommend to fleet manager on repair, retention or disposal as appropriate;
- undertake any other reasonable duties as may be assigned that are consistent with the nature of the job and its level of responsibility.

Scope:

- The Chief Mechanic supervises two mechanics and carryout repair & maintenance for 45 of vehicles. Oversee the functionality of 15 motorbikes, 2 Isuzu trucks & 5 tractors.

AGENCY-WIDE COMPETENCIES (for all CRS Staff)

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

Competencies Relevant for the Specific Position (include those that are applicable):

MEAL Competencies for the Position:

- MEAL in Design: Competency level 1



- Monitoring: Competency level 2
- Evaluation: Competency level 1
- Accountability: Competency level 2
- Learning: Competency level 1
- Analysis & Critical Thinking: Competency level 1
- ICT for MEAL: Competency level 2
- MEAL in Management: Competency level 1

QUALIFICATIONS:

- First degree or diploma in vehicle engineering or related subject;
- At least five years' experience of managing a garage or the maintenance of a large fleet;
- Proven knowledge and skills in vehicles electrics, injector pump repair, engine overhauls and other areas;
- Experience in training mechanics and drivers
- At least three years proven experience in vehicle maintenance, including Toyota Land cruisers, Massey Ferguson tractors and motor cycles
- Team supervisory experience and delegation skills;
- Good communication skills in English, oral and written
- Capacity to work collaboratively;
- Organizational and administrative skills;
- Capacity and willingness to travel extensively in the CRS field locations in Bor, Twic East, Duk, Uror and Pibor.

Non-refundable application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Monday, September 18, 2017**. Only short-listed candidates will be contacted.

Human Resources Manager (Deng.John@crs.org)

Catholic Relief Services –

South Sudan program, Juba Office (or drop at the CRS Bor Office)

Or

Deputy Human Resources Manager (Peter.Awan@crs.org)

Catholic Relief Services- Jonglei State

Bor Office

CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.



Approved

 05/09/2017