



Approved
19 MAY 2016
C. O. S. - JUBA

**PLAN INTERNATIONAL SOUTH SUDAN
JOB ADVERT**

Plan is an International Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of its employees and others who work with it have children’s best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

Plan International South Sudan is seeking to recruit dynamic and suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies (1)

Job Title	:	Motor Vehicle Mechanic
Grade	:	
Tenure	:	Six (6) Months
Department	:	Administration
Reports to	:	Logistics Officer
Location	:	Juba

I. Job Summary

The purpose of the Mechanic is to perform a wide variety of skilled mechanical repair, diagnostic, and maintenance work on all types of automotive equipment, including vehicles and motor cycles. The Mechanic is responsible for carrying out a preventive maintenance program on Plan International vehicles and for the required maintenance and mechanical repairs on disabled equipment in the field. Motor Vehicle Mechanic’s role is to ensure Plan vehicles are mechanically safe for driving and road worthy to support Plan’s program delivery in South Sudan, by being maintained mechanically fit and serviced regularly.

II. Typical Responsibilities - Key End Results of Position:

- Performs both major and minor mechanical, electrical and hydraulic repairs on automotive vehicles and motor cycles.
- Removes and repairs gasoline or diesel (internal) combustion engines, including crankshaft, pistons, pins, bearings and fuel, cooling and exhaust systems; Assembles and times engines;
- Removes, overhauls and repairs brakes, final drives, transmissions and accessories;

- Removes and adjusts carburetors, distributors; Inspects, maintains, and repairs electrical systems, chassis units, and accessories;
- Instructs Drivers and Logistics Officer in performance of scheduled preventive maintenance on their assigned automotive vehicles and motor cycles
- Maintains spare parts inventory, orders spare parts as needed and keeps inventory records;
- Maintains records of work performed and performs inspections of automotive vehicles and motor cycles as part of a preventative maintenance program, as required;

Supervisory Responsibilities:

- Follow up and liaise with the Logistics Officer to ensure that issues raised through use of vehicle check list are attended to and recommendations are addressed.
- With delegation from the Logistics Officer, follow up on vehicle repairs at the contracted garage and give professional advice to the department head.
- Ensure performance of scheduled preventive maintenance on the assigned automotive vehicles and motor cycles
- Act as the technical supervisor of all drivers
- Assist the Logistics Officer on logistics related errands

Dealing with Problems:

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them

- Deal with transportation related problems to maintain road worthy and mechanically fit vehicles.
- Timely identification and reporting of any fault on the vehicle and taking timely action to correct it.

Communications and Working Relationships:

Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact

Internal

- Logistics Officer (supervisor)
- Heads of Departments/CMT members
- Program Unit Manager
- Plan SS staff members,

External:

- Garage Mechanics
- Visitors
- Partners

Knowledge, Skills, Behaviors, and Experience Required to Achieve Role's Objectives:

Knowledge

- Secondary School level education plus Technical College Certificate in Automotive Mechanics Grade A or B
- At least three years of related work experience;
- Knowledge of major automotive vehicle maintenance including engine overhauls
- Good understanding of Plan's Fleet policy and SOP

- Basic speaking, writing and reading in English.
- Understands Plan values and ethics
- At least 5 years automotive vehicle maintenance experience both on 4X4 and 2X4.
- A valid driver's license from the designated government authority
- Excellent knowledge of working on 4X4 and 2X4 automotive vehicle maintenance roads desirable.

Skills

- Communicates clearly and effectively
- Good interpersonal and public relation skills
- Basic motor vehicle repair and maintenance skills.
- Identifies areas of improvement and problems in own work and brings them to the attention of supervisor.

Behaviours

- Fit to lift heavy machines and loads
- Interacts with others in a respectful manner and reacts constructively to performance feedback from supervisor.
- Takes a positive and constructive approach to daily work activities.
- Compliance to Code of Conduct of Plan operations
- Abides by Plan regulations, procedures and policies.
- Accepts ownership and responsibility for own work.
- Develops, motivates, coaches and manages the drivers' team in the country office.
- Promotes innovation and learning
- Credible and accountable
- High concentration on task

All applications marked on the right hand corner of the envelope "Application for the Position of "Mechanic" should be addressed to:

**The HR & OD Business Partner
Plan International South Sudan, Country Office
Hai Cinema - Juba**

The closing date for receipt of applications is before close of business on June 3rd, 2016.
Interested persons can collect the Plan Application Form from the Country office at the above address.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention. Women are encouraged to apply.

Note: Applications once submitted are not returnable. Only short listed applicants will be contacted.