



CATHOLIC RELIEF SERVICES SOUTH SUDAN PROGRAM

EXTERNAL JOB ADVERTISEMENT

13/2/2018

Title : Driver (2)
Location : Bor with frequent field assignment to Uror/Yuai, Nyirol and Ayod
Department : Operations
Report to : Fleet Assistant or Designee
Supervisory : None

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 colour.

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

PURPOSE OF THE POSITION:

Reporting to the Fleet Assistant, the Driver will assist CRS to transport its staff, visitors and cargo in the agency's vehicle as instructed by the supervisor or designee and at the same time keeping the vehicle clean and in a good working condition by reporting faulty issues to the supervisor or the Mechanic. The holders of the positions as mentioned above are not limited to work in Bor alone but with the ability to be based or travel to Uror, Nyirol and Ayod.

KEY RESPONSIBILITIES

- The driver is responsible for passenger health and safety in the vehicle, therefore follows the motor vehicles safety rules always; Promptly report fines, accidents and vehicle breakdowns to the Operation/ Fleet officer or Fleet Assistant or the mechanic or the designee.
- To ensure that all necessary documentations and items are available in the vehicle before any trip or journey (Insurance, logbook, import license, basic tools kit, spare tires, first aid kits, fire extinguisher, etc.). Not only that but also to ensure that the vehicle is always clean at all time and make sure that the Vehicle is cleaned before Driving.
- Maintain accurate records in the vehicles mileage log book. This includes systematically filling the vehicle mileage before driving the vehicle and at the end of the journey or the trip and ensures that the FAC, Operations/Fleet Officer, Fleet assistant or the designee receives a copy monthly. Keeping track of schedules services by checking the appropriate date. Make sure that the quantity and the price of fuel or oil put into the vehicle is recorded in the mileage log book.
- Drive with the minimum speed within the town which is 40 kms/hour to avoid reckless driving. Always to make a proper hand over after duty.
- Adhere to all the rules and regulations contained in CRS, manual on the general policies and compliance and to adhere to vehicle policy of carrying out daily check of the vehicles in the morning or before driving, to drive during approved trip and passengers, etc.
- Meet and pick up in-coming CRS/ South Sudan staff, visitors and take passengers to the airstrip and field visit locations as required.
- Behave honestly and customer oriented to all stakeholders.



MINIMUM QUALIFICATIONS/EXPERIENCE

- A holder of the Sudan School certificate or its equivalent.
- 2-3 years' experience with a valid driver's license.
- Experience in driving Toyota Land Cruisers vehicles and working in filed locations.
- Working experience as a professional driver, safe driving record, knowledge of driving rules and regulations.

Personal Skills.

- Ability to work effectively and efficiently as part of fleet team.
- A good knowledge of the program areas within the region.
- Ability to work in Uror, Nyiro and Ayod.
- Ability to work under pressure and minimum supervision.
- To demonstrate appropriate communication skills.

Required/Desired Foreign Language.

- Ability to communicate effectively in English and others local languages.

Key Working Relationships:

Supervisory: None

Internal: FAC, Fleet manager, Fleet/Operation Officer and the Fleet Assistant.

External: Partners and vendors.

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

Disclaimer: This job description is not an exhaustive list of the skills, efforts, duties and responsibilities associated with the position.

Application submission:

Interested candidates should submit a **Non-refundable** application letters and CVs, with details of three professional referees to the undersigned not later than **March 2, 2018**. Only short-listed candidates will be contacted.

Human Resources Manager

Catholic Relief Services

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

OR

By E-mail

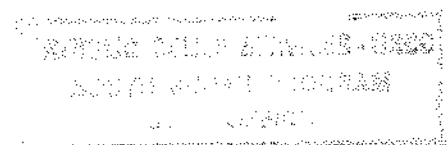
Deng.John@crs.org (Human Resources Manager)

Catholic Relief Services- Jonglei State

Bor Office

Or

Peter.Awan@crs.org (Senior Human Resources Officer)



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.

Qualified female candidates are encouraged to apply.

CRS SOUTH SUDAN PROGRAM
1000 N. GARDEN ST., SUITE 1000
JEROME, IDAHO 83402
PHONE: 208.333.8800
WWW.CRS.SOUTH-SUDAN.GOV