
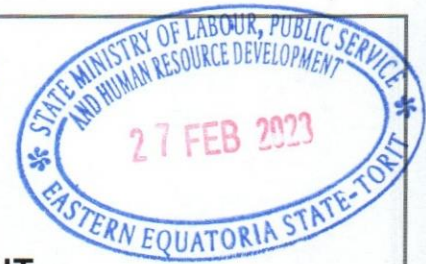


Approved




VACANCY ADVERTISEMENT

Job Description for Driver

Fondation Caritas Luxembourg (FCL) is an international non-government organization active across 11 countries. In South Sudan, FCL implements Food Security and Livelihood, Nutrition, Health, WASH and Humanitarian Aid projects in Central and Eastern Equatoria States.

FCL is currently searching for experienced personnel in Driver to support activities in Magwi in Project Food Security and Nutrition in Eastern Equatoria. The duty station is in Palotaka, Magwi County, Eastern Equatoria, with frequent visits to the project sites. Interested applicants are requested to submit their CVs (maximum 3 pages) and cover letter to secretariat@caritasluxssd.lu latest by 10th March 2023.

Scope of work

The scope is to provide services in **Magwi, Eastern Equatoria**". The driver shall support the Food Security and Nutrition Project Manager in the implementation of the project activities as per the detailed project documents such as logical frameworks, rationale, budgets and donor agreement.

Role and responsibilities

Tasks and Responsibilities

- Transport safely Caritas Luxembourg employees or freight according to the planning or the directives of the Logistics Officer or Head of mission with due caution and courtesy.
- Be in possession of all necessary individual documentation (driving licence, passport, order of mission) and vehicle documentation.
- Check the validity of vehicle documentation (insurance, licenses etc...)
- Report any accidents immediately to the nearest police station for the purpose of insurance claims, and to the logistics department or Head of mission.
- Respect the South Sudan traffic regulations and rules.
- Ensure that the passengers adhere to the traffic rules and regulations e.g. wearing seat belts.
- Adjust the speed according to the FCL rules while driving and respect other road users.
- Respect FCL Operating Procedures for vehicles.
- Respect the manufacturer technical conditions of use for the vehicle.
- Observe the carrying limits of the vehicle following the manufacturer specifications and FCL regulations
- Repair minor technical problems on the vehicle assigned and report to the Head of mission or logistician whenever there are serious breakdowns or mechanical faults.
- Perform the daily vehicle pre departure checklist and weekly checklist mentioned in the logbook and in FCL vehicle manual.
- Clean the vehicle inside regularly.
- Conscientiously reports information on the logbook and fuel logbook (trip details, km's, fuel intake, mechanical problems etc...)
- Request for FCL required vehicle stickers once the ones on the vehicle are torn / worn out.
- Assist the head of mission or logistics officer while ordering for vehicle spare parts.
- Check that the items mentioned in the logbook are in the vehicle when leaving. Ensure that recovery tools are in the car before departure to the field

Candidate profile and experience required

- Good driving skills with (2) two year driving experiences with NGO and valid driving permit.
- Knowledge of defensive driving techniques sufficient to exercise special precaution and take corrective action to protect passengers.
- Mechanical ability to identify vehicle malfunctions and perform minor repairs and maintenance
- Ability to read, write and speak in English, Arabic and local dialects.

<ul style="list-style-type: none"> • Teamwork spirit and flexible • Recommendation from other NGOs 	
Languages	
English : Excellent English writing and verbal communication Other languages : Fluency in a local language Acholi	
IT competencies	<input type="checkbox"/> Word <input type="checkbox"/> Excel Other: Good Knowlegde of Office software package

