

WE ARE HIRING

Position: Armored Car Driver
Project: GIZ Risk Management Office
Reports to: Senior Risk Management Advisor
Contract Duration: 1 year with possibility of extension
Location : Juba

Project Brief Background:

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APPROVE

Sufan

30/11/2021



In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development in the following three priority areas: Food and nutrition security and rural development, Urban water supply and sanitation, Rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.

The GIZ Coordination Office Juba, is urgently seeking 1 qualified South Sudanese candidate to fill the vacant position of Armored Car Driver for its Risk Management Office

Scope of the Position:

The Armored Car Driver will support the risk management office in driving around GIZ visiting expatriates and staff using the official armored car, He/she will be working closing with the national risk management advisor.

Your Tasks

safely and responsibly performing all official travel using official vehicles
 regularly servicing and looking after official vehicles
 taking account of all available information on road conditions, accessible routes and locations
 running official errands and assisting with other office work
 cleans the interior and exterior of the vehicle(s) regularly
 checks oil, water, brakes and brake liquid, tire pressure, battery levels and the entire vehicle, weekly
 makes sure that the vehicle is going for service every 5,000 km (informs the logistic officer)
 is responsible for the project vehicle documents and their good condition, keeping a vehicle log and recording monthly maintenance
 uses all available information (including current radio news on traffic conditions) to update daily knowledge of road conditions, current passable routes and locations, and shares this information with other office drivers

calculates monthly petrol, oil and lubricant consumption for the daily cash fund and for forwarding monthly vouchers to cost accounting
 reports need for service and carries out minor repairs
 immediately reports all involvement of the project or office vehicle in accidents, including minor accidents, damage, loss or theft of vehicle fittings
 provides passenger transport in an official car for office, project or programme staff, official visitors and guests
 runs errands for the project, programme or office, e.g. sending letters and messages, paying bills and buying smaller quantities of office supplies
 helps with transporting goods
 completes the vehicle log correctly and conscientiously in accordance with GIZ standards
 assists other colleagues as needed in the project, programme or office if there is no travel pending, carries out other office work on request

Your Profile

secondary school education
 references

at least 1-3 years' work experience as a driver with



no major accidents in the past 3 years
holds a valid driver's licence
good knowledge of English, the European language
widely used in the country
discipline and punctuality
resilience and patience
familiarity with city of Juba, regions of South Sudan
Armoured Vehicle driving certificate preferable but
not essential as full training can be provided



appropriate appearance and attire (friendly manner
with all passengers)
Always ensures unrestricted availability of vehicles
and reports restrictions immediately
willingness to upskill as required by the tasks to be
performed

How to Apply

Applicants should submit their CVs and cover letters declaring interest for the position to the GIZ-Coordination Office along ministries road Juba town next to Juba town main mosque or by email to **HR-Suedsudan@giz.de**.

Please note that all applications must be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.

Opening Date

30/11/2021

Closing Date

20/12/2021

