



MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan

ADVERTISEMENT- TRUCK DRIVER -1 POSITION
Open to South Sudanese Nationals Only

Employer: Mines Advisory Group (MAG)
Department: Fleet
Reporting to: Fleet Administrator
Base Location: Juba, South Sudan
Working Area: Juba, With Frequent Field Visit
Closing date: 9th February 2023

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Truck Driver** for its operations.

Overview of role: The Truck driver will work in the MAG Fleet unit, in direct support of the MAG programme in South Sudan. The Truck driver managed by the fleet administrator will provide expertise and assist field teams to plan, develop loading schedules, driver and deliver equipment and cargo based on the total supply chain arrangements to effectively meet organizational and humanitarian objectives.

Principal Responsibilities:

- Drive and operate trucks and other Light vehicles based on the licensed classes.
- Follow instructions; locate and read location and road maps according to the VMP approved routing and ensure all clearance letters and copies of documents are available.
- Prepare daily inspection checklist for truck, trailer and lifting accessories and ensure they are fit for purpose as per recommended standards.
- Pre-inspect truck, review maintenance schedule and plan for preventive maintenance on routine basis.
- Pick up Mechanical assets, Cargo, and materials, verify loads for accuracy, and deliver them as instructed.
- Operate the crane for lifting activities as per safety and operational standards.
- Support in Loading and unloading mechanical assets, cargo and perform inspections to ensure safety and mitigate risks that are related to road traffic incidents.
- Responsible for basic vehicle maintenance; comply with all safe work practices, policies, and processes always, inspect relevant accessories are available prior to a trip commencement.
- Complete and verify paperwork for accuracy, daily logbook trip and fuel updates.
- Keep organizations vehicle clean and tidy at all times. Provide assistance to the mechanical team when required.
- Maintain and update the record of all deliveries (Waybills, Delivery notes).
- Liaise with security/Radio room to provide updates on VHF and HF radio as per travel plan.
- Assist fleet administrator in transport planning for adequate utilization of cargo space and vehicle trips.
- Act as a focal point for Logistics in the field locations to perform inventory and asset management.
- Liaise with other drivers on daily workplan distribution and identify relevant trainings.

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.
MAG is co-laureate of the 1997 Nobel Peace Prize.
Charity No.1083008. A company registered in England and Wales No 4016409.

Shared responsibilities

- Assist in maintaining and updating fleet maintenance records, processing procurement paperwork and follow up on the delivery of goods and service.
- Assist to generate reports on procurement and stores activity in the field location to meet organizational compliance requirements that provide access to procurement information.
- Carry out any other duties deemed relevant by the line manager or supervisor for the achievement of MAG's operational goals.

All staff members are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Selection criteria

- Must have valid driving license under public class (Truck driving)
- 4 years of truck driving experience
- Must be able to connect and perform maneuvers with heavy load trailer
- Basic knowledge of crane operation and lifting procedures is an added advantage
- Must have skills to drive wide and abnormal loads
- Must have some vehicles mechanical skills/knowledge
- Good command of English and Juba Arabic
- Honest, helpful, reliable and punctual
- Basic literacy (able to complete driver log book)
- Able to use communications equipment
- Safe driving record
- MAG truck models: BEDFORD, SINO Truck, IVECO and CRANE



Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.



MAG

saves lives builds futures

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All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing), if you have any concerns in this area these should be reported to the County Director.**

HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 9th February 2023, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.



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