



## Vacancy Announcement

<b>JOB TITLE</b>	Driver
<b>REFERENCE NUMBER</b>	UNH/JB/2024/D
<b>JOB TYPE</b>	Full Time
<b>REPORTS TO</b>	Logistics Officer
<b>DUTY STATION</b>	Juba
<b>NUMBER OF POST</b>	01
<b>DURATION</b>	12 Months with possibility of extension depending on performance and availability of funding
<b>OPEN TO</b>	South Sudanese only
<b>OPENING DATE</b>	February 28, 2024
<b>CLOSING DATE</b>	March 21, 2024 at 3:00pm

### Background:

United Networks for Health (UNH) is a non-political and non-profitable South Sudan based National Non –Governmental Organization (NNGO) dedicated to the implementation of humanitarian and development programs by supporting the National efforts in addressing South Sudan Health, Nutrition, WASH, Food Security and Protection that post Public Health threats within the integrated public health programming. UNH is seeking to recruit a Driver to be based in Juba with frequent travels to the field locations. Applicants should be in alignment with UNH values of Respect, Dignity, Accountability, Impartiality and Professionalism and its vision of improving the quality of lives of people affected by poverty and disasters.

### Position Overview:

The driver will be based in Juba office, is responsible for arranging regular cleaning and maintenance services for UNH vehicles, planning each route based on road and traffic conditions and managing vehicle log sheet. Follow the guidance issued by the administrations and Logistic Officer. Adhere to the UNH policy on the use of vehicle ensuring the vehicles are only on road during working hours and use only for UNH activities.

### Summary of Key responsibilities:

- Based in Juba and will be supporting operations in Juba and any other areas which may be assigned.



- Map out driving routes ahead of time to determine the most expedient trip.
- Pick up UNH staff from the work place at the time they have requested to go for meetings and supportive supervision.
- Assist with loading and unloading whenever transporting UNH items.
- Listen to traffic and security reports to stay up-to-date on road conditions.
- Adjust the route to avoid heavy traffic or road constructions, as needed.
- Ensure the car seats are cleaned and comfortable and passengers put on seat belts for all riders.
- Schedule regular car services and repairs as needed, keep mileage records and repair records up-to-date, and report any issues.
- Book car wash and detailing services to maintain interior and exterior cleanliness of the car.
- Deliver packages whenever requested.
- Picking up office purchases or other administrative needs.
- Receive movement plan from the staffs and advise where necessary to prioritize their movement.
- Properly and diligently fill the vehicle log sheet and monitor fuel consumption.
- Ensure that his driving permit is valid all the time.
- Respond to the logistic officer's assignment as it comes.
- Perform any other duties assigned by his supervisor.

### Qualifications

- Education: high school diploma or its equivalent
- A valid driving license and at least two years of driving experience to perform the job safely
- Good time management and organizational skills
- Exceptional communication and interpersonal skills
- Good command of English language both written and spoken
- Physical stamina and good upper body strength to lift heavy luggage, packages and objects, as well as be able to load and unload them from their vehicle
- NGO work experience is an advantage and free to travel anywhere within South Sudan.

### Job application procedure

Candidates that know that they meet the above criteria and have what it takes to excel in the above position should send their applications (cover letter, 2-3 page CV, ID and your one highest academic and professional certification document as only an attachment with 3 professional referees) to [jobsatunh@gmail.com](mailto:jobsatunh@gmail.com) indicating the title as "Driver-UNH/JB/2024/D" in the subject line, or hand delivery to UNH office along Munuki Mia





## South Sudan

*Saving Lives, Every Life Counts*

Saba Road.

**Due to the urgency to fill the position, CVs will be reviewed on a rolling basis. Deadline: 03.00 pm – March 21, 2024.**

Only shortlisted applicants will be contacted. Female candidates are encouraged to apply.

### Key Notes:

1. UNH is an equal opportunity employer and does not charge a recruitment fee or any other fees at all stages of the recruitment
2. Any form of canvassing will lead to automatic disqualification
3. Females who suit the JDs are encouraged to apply
4. Address your application to; The Human Resource of United Networks for Health South Sudan.

