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Approved by Senior Inspector
MOL IRSS/ST

[Signature]

08/08/2024
AUG 2024



Munuki SDA Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT

Job Title:	Driver
Qualifications:	Minimum secondary level education with ability to comprehend English both written and spoken. A college certificate / administrative certificate will be added advantage;
Experience:	Knowledge of basic motor mechanics and basic vehicle maintenance experience desirable 5 years of active driving.
Job Location:	Juba
Direct Supervisor:	Logistic Officer
Closing date:	27 th August 2024 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

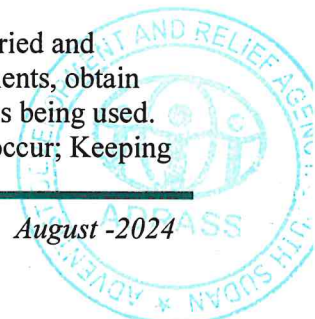
ADRA’s Values: *Courageous. Compassionate. Connected*

Job Summary:

Areas of focus include driving project vehicle as and when needed to do so and looking after the vehicle in a responsible manner.

Duties & Responsibilities:

1. Support the implementation of the ADRA South Sudan country program through providing driving services;
2. Ensure that vehicle is roadworthy, insured, and meets the official requirements and documentation of the South Sudan Transport Authority, and monitor the routine travel requests made by the ADRA staff and office visitors;
3. Make daily trips for the office and ensure that vehicle documents (insurance and other documents) are always checked daily and that documents required for trips outside South Sudan are obtained before departure.
4. Support the re-fueling of the ADRA fleet and ensure that all items are inventoried and tagged; Update logbooks and maintain clear-cut records of the vehicle movements, obtain signatures from the relevant users and indicate purpose for which the vehicle is being used.
5. Be up-to date on driving regulations in South Sudan and follow changes that occur; Keeping



- the ADRA security protocol up to date, regularly inspecting the visitors' security record;
Learn about the security situation in South Sudan regularly, and report to staff regularly;
6. Develop and maintain good relationships with employees, partners and suppliers of goods and services; When required, participate in security meetings organized by international NGOs, UN, etc.;
 7. Do any other task as requested by the direct supervisor.
 8. Provide support to the office administrative functions, which include undertaking messenger tasks, clerical duties, purchasing office supplies, paying bills, photocopying, banking duties, and following up visa matters with the relevant clients/ministries.
 9. Ensure that all office equipment (e.g. photocopy and fax machines) is in good working order.

Performance Indicators:

1. Ensure timely submission of data for monthly reports.
2. Time management
3. Team work.
4. Interpersonal and communication skills

Other Valued Criteria:

1. Defensive driving certificate is desirable;
2. Have preliminary notions in mechanics;
3. Effective communicator and highly organized,
4. Punctual & great at multi-tasking;
5. Teamwork skills in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
6. Have good morals, managing time effectively & excellent stewardship of organizational resources;
7. Be courteous, respectful to all stakeholders with high standards of professionalism;
8. Able to work under pressure and beyond working hours in case of need.
9. Willingness and flexibility to work as the leader of a team.
10. Security conscious
11. Willingness and flexibility to work as the leader of a team.



INSTRUCTIONS FOR APPLICATIONS:

Interested candidates, who meet the above qualification and experience for this position, can submit their application and copies of academic credentials together with Employment application form addressed to; jobs@adrasouthsudan.org or hand deliver to ADRA office in Juba.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

Safeguarding: *ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff is required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.*

