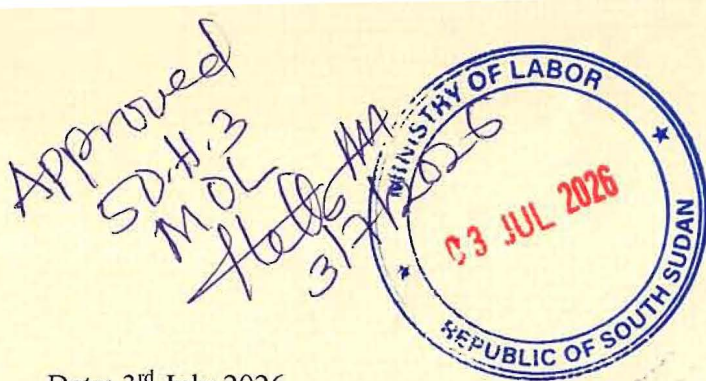




Date: 3rd July 2026

REF: JOB ADVERTISEMENT -DRIVER (1)

JOB TITLE: Driver

LOCATION: Juba, Central Equatoria state, Republic of South Sudan

REPORTING TO: Procurement & Logistic Coordinator

Matrix Managed:

LINE MANAGEMENT RESPONSIBILITIES: None

Job Purpose

The Driver is responsible for providing safe, secure, timely, and efficient transportation services for Islamic Relief staff, visitors, and authorized goods. The Driver will ensure that assigned vehicles are operated in accordance with organizational policies, local traffic regulations, and safety standards while maintaining the vehicle in good working condition.

Key Responsibilities

1. Transportation Services

- Safely transport staff, visitors, partners, and authorized passengers to and from designated locations.
- Ensure timely pick-up and drop-off in accordance with approved schedules.
- Adhere to all road safety regulations and Islamic Relief vehicle management policies.
- Plan routes and travel schedules to optimize efficiency and safety.

2. Vehicle Care and Maintenance

- Conduct daily vehicle inspections before and after use.
- Ensure vehicles are clean, roadworthy, and properly equipped with fire extinguisher.
- Monitor fuel, oil, water, tire pressure, and battery conditions.
- Report mechanical faults, accidents, or damages immediately to the supervisor.
- Coordinate routine servicing and maintenance as instructed.

3. Documentation and Compliance

- Maintain accurate vehicle logbooks and mileage records.
- Ensure all vehicle documents, licenses, insurance, and permits are valid and available.
- Complete fuel consumption records and submit reports as required.
- Maintain confidentiality of organizational information and passenger details.

4. Safety and Security

- Follow security guidelines and report security incidents or concerns.
- Ensure passengers use seat belts and follow safety procedures.
- Support emergency response activities when required.
- Drive responsibly to minimize risks to passengers, pedestrians, and property.

5. Logistics Support

- Assist with the transportation and delivery of project materials, supplies, and documents.
- Support office logistics activities as assigned.
- Load and unload items safely while ensuring proper handling and accountability.

6. Other Duties

- Carry out other reasonable tasks assigned by the supervisor.
- Uphold Islamic Relief's values, policies, and Code of Conduct always.

Person Specification

Education and Experience

- Minimum Secondary School Certificate or equivalent.
- At least 3 years of professional driving experience with an NGO, UN agency, or reputable organization. Or related field.
- Experience driving in challenging road and security environments is desirable.
- Accident-free driving record preferred.

Skills and Competencies

- Valid driving license appropriate for the vehicle category.
- Good knowledge of local traffic laws and road networks.
- Basic vehicle maintenance and troubleshooting skills.
- Ability to maintain accurate records and logbooks.
- Good communication and interpersonal skills.
- Ability to work under pressure and in difficult environments.
- High level of integrity, responsibility, and professionalism.

Language Requirements

- Basic spoken and written English required.
- Knowledge of local language (Arabic) is an advantage.



How to apply:

Interested candidates should submit their applications letters briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to official email address: IRSS.Recruitment@islamic-relief.com.ss and hard copy to Islamic Relief South Sudan-Juba Office at Afex River side.

Not later than the deadline of Friday 24th July 2026 at 4pm local time.

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.
- *Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW, we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative*

