

JOB VACANCY ANNOUNCEMENT-

External/Internal

NO: MABAN.MHA-2024-04-15-250-N

Job Title: Mechanic Assistant (1 position National)
Location: Maban County, Upper Nile State, South Sudan
Duration: 3 months with possible extension depending on availability of funding
Reports To: Logistics Coordinator.
Start Date: ASAP
Eligibility: South Sudanese National Only

About RI: Relief International is a leading non-profit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

Job Summary:

Under the supervision of the Fleet Officer, the Mechanic Assistant is responsible for all the repair and maintenance of RI fleet resources in Maban. S/he is accountable for ensuring that all RI vehicles, Tractors, Motorbikes and generators are in operational status and to support the smooth running of program activities in RI-Maban Field Office.

Main Roles and Responsibilities:

Key Responsibilities:

Ensure all vehicles, Motorcycles and generators are maintained and in good working condition that is safe to drive at all times.



Provide technical support in generating the spare parts requirements for Relief International fleet in Maban

Carry out daily and weekly vehicle checks and ensure the fleet officer and the drivers keep records

Ensure adherence to Relief International fleet management guidelines

Alert the Fleet Officer, Logistics Coordinator, Supply Chain & Operations Manager and Area Manager if/when problems are identified,

Participate in the regular/Annual driving tests for new drivers and confirm if they are worthy of driving Relief International vehicles.

Participate in the interview of drivers and provide technical support and guidance when required

Train and build capacity of drivers on basic vehicle and Motorcycles checks and maintenance

Support Fleet management by communicating to the management the fleet spareparts requirements, forecast monthly repair maintenance schedule for RI fleet, and report any potential problems detected on RI fleet.

Policy compliance – Mandatory Reporting Policy (MRP): (5%)

Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct and other RI Policies are reported in accordance to the RI Reporting mechanism. The reporting of violations is an obligation on the part of all staff members.

Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

Note:

The role of the **Mechanic Assistant** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, **Mechanic Assistant** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Job Qualifications and Minimum Requirements:

3 years' experience of maintaining generators and vehicles.

1 year of working experience with an international NGO.

Holder of Diploma in automobile and generator mechanics preferred.

Holder of a High School Certificate.

Electrical knowledge is advantage.

Excellent English (oral & written) and Fluent in Arabic (Spoken and Written).

Computer literacy (MS Office packages – Excel and Word).





General Condition:

Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

Integrity

Adaptability

Collaboration

Inclusivity

Sustainability

HOW TO APPLY:

Aspiring potential interested applicants should complete Job application form, which can be collected at Relief International office in Doro, Batil or this form can also be downloaded from same website this advertisement is posted.

The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked **Mechanic Assistant NO: MABAN.MHA-2024-04-15-250-N** to Relief International office in Maban OR

Send your completed job application form via email to recruitments@ri.org

Deadline: April 22nd 2024, 5 pm SSD local time.

Females are highly encouraged to apply.

Only shortlisted applicants will be contacted.



