

## JOB ADVERTISEMENT FOR THE POSITION OF DRIVER

### Introduction

Coalition for Humanity (CH) is humanitarian and development organization with experience in implementing humanitarian and development/resilience projects in South Sudan. We focus on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH; Gender Based Violence (GBV), General Protection (GP), health and nutrition. Coalition for Humanity has experience in integrating projects, forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, land and property rights (HLP), peacebuilding and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition. CH has its headquarters in Juba but with presence in Upper Nile, Unity and Central Equatoria States. Our ultimate goal is to reach out to people across the entire country South Sudan. Coalition for Humanity is committed to working with communities to build their resilience as well as to nurture the capacity of locals in delivering holistic and local context specific responses.

The organisation is now seeking to recruit suitable qualified South Sudanese national for the position of a **Driver**

### Position description:

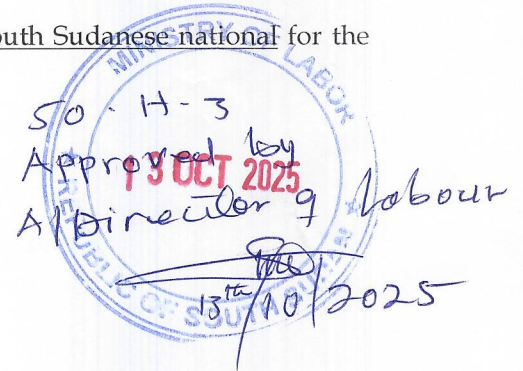
**Job title:** Driver

**Positions:** One

**Job Location:** Juba South Sudan

**Reports to:** Logistics Manager

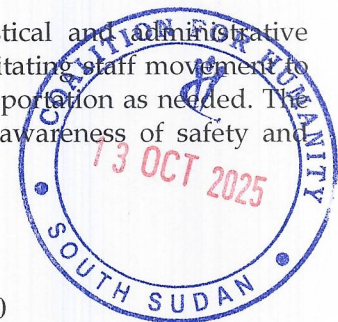
**Contract Type:** Part- time



### Job Summary

The **Part-Time Driver** plays a vital role in supporting the smooth day-to-day operations of Coalition for Humanity (CH) in Juba. The position is responsible for providing safe, efficient, and reliable transportation for staff, visitors, and materials in accordance with organizational policies and security guidelines. The driver will ensure vehicles are properly maintained, clean, and roadworthy at all times, conduct regular mechanical checks, and report any issues requiring repair or servicing.

In addition to driving duties, the role includes supporting logistical and administrative functions, such as collecting and delivering official documents, facilitating staff movement to meetings and airport transfers, and assisting with field-related transportation as needed. The position requires a high level of professionalism, discretion, and awareness of safety and security conditions within Juba and surrounding areas.



### Contact us:

**Tell:** +211 (9) 16666225/ +211 (9) 24822220

**Email:** [info@ch-ssd.org](mailto:info@ch-ssd.org)/ **Website:** [www.ch-ssd.org](http://www.ch-ssd.org)

The ideal candidate will have a valid South Sudanese driving license, sound knowledge of vehicle maintenance, a strong understanding of traffic regulations, and prior experience working with humanitarian or development organizations. A proactive attitude, punctuality, reliability, and excellent interpersonal skills are essential for success in this role.

## Key Responsibilities

### Transportation & Driving Duties

- Safely drive CH staff, partners, and authorized visitors to official destinations within Juba and, when required, to nearby field locations.
- Ensure punctual pick-up and drop-off of personnel, materials, and goods for meetings, airport transfers, trainings, and other organizational events.
- Comply with all traffic laws, road safety regulations, and CH security and travel policies at all times.
- Maintain a courteous and professional attitude toward passengers, colleagues, and external partners.

### Vehicle Maintenance & Safety

- Conduct daily checks on vehicle condition (fuel, oil, water, lights, brakes, tires, and tool kits) before any trip.
- Keep the vehicle clean, well-maintained, and presentable inside and out.
- Immediately report any technical issues, accidents, or required repairs to the Logistics Officer.
- Ensure that all vehicle documentations (logbook, insurance, registration, road tax, and fuel cards) are valid and kept safely in the vehicle.

### Administrative & Logistical Support

- Record all trips accurately in the vehicle logbook, including mileage, destinations, purpose, and fuel consumption.
- Support logistics operations by delivering and collecting letters, parcels, and procurement items as requested.
- Assist the operations team in organizing vehicle movements and coordinating transportation schedules for meetings or field missions.
- Support in refuelling, loading, and unloading goods and materials when necessary.

### Security & Compliance

- Stay updated on local security conditions and plan routes accordingly to ensure the safety of passengers and assets.
- Adhere strictly to CH's code of conduct, security procedures, and confidentiality policies.
- Immediately report any security incidents or irregularities encountered during field movements.

### Other Duties

- Provide logistical assistance during official events, workshops, or conferences when required.



- Perform any other duties assigned by the supervisor that are consistent with the overall role and objectives of the organization.

## Qualifications and Experience

### Education & Certification

- Minimum of Secondary School Education (Certificate or equivalent).
- Valid South Sudanese Driving License for light vehicles (Category A/ B or higher).
- Defensive Driving and/or Basic Vehicle Maintenance training is an added advantage.

### Experience

- At least 3 years of proven driving experience, preferably with NGOs, UN agencies, or other reputable organizations.
- Demonstrated experience in transporting staff, materials, and official documents within Juba or similar operational environments.
- Familiarity with Juba city routes and surrounding areas, as well as local traffic regulations and road safety standards.
- Basic understanding of vehicle mechanics and ability to perform routine checks and minor repairs.
- Experience in maintaining vehicle logbooks, fuel records, and supporting transport documentation.

### Skills & Competencies

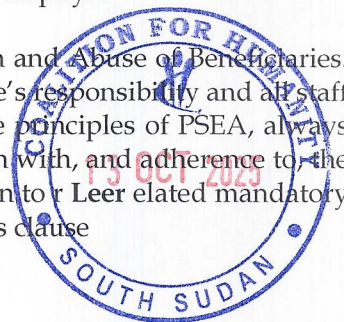
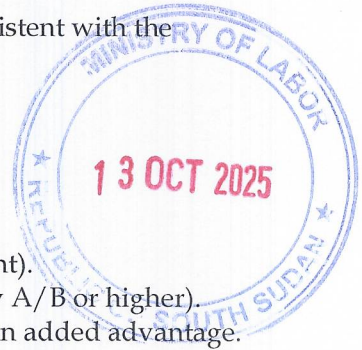
- Excellent driving skills with a strong commitment to road safety and discipline.
- Reliable, punctual, and able to maintain confidentiality and professional conduct at all times.
- Strong interpersonal and communication skills, with the ability to work respectfully in a multicultural environment.
- Good command of English (spoken and written); knowledge of Arabic or local languages is an asset.
- Physically fit and able to work under pressure, sometimes outside normal working hours.
- Honest, self-motivated, and attentive to detail with a strong sense of responsibility and integrity.

### Note:

The duties and responsibilities outlined above are not exhaustive. The post holder may be required to undertake additional tasks within the scope of their skills and experience. Coalition for Humanity is an equal opportunity employer, encouraging all qualified candidates to apply

This recruitment is urgent as it is tied to an emergency project that needs to be implemented immediately to address critical needs. Applications will be reviewed on a rolling basis, and the position may be filled before the stated deadline if qualified candidates are identified. Interested applicants are strongly encouraged to submit their applications promptly.

Coalition for Humanity has zero tolerance for Sexual Exploitation and Abuse of Beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the 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 by this clause



Coalition for Humanity (CH) upholds a zero-tolerance policy toward drug and alcohol use. The Driver must not consume, possess, or be under the influence of alcohol, narcotics, or any other substances while on duty or operating organizational vehicles. Reporting to work or driving under the influence will lead to immediate disciplinary action, including possible termination of contract. All CH staff are required to maintain professionalism, safety, and integrity in line with the organization's Code of Conduct and Health and Safety Standards.

### How to apply

Applications should include an updated **Curriculum Vitae (CV)**, Driving license, National ID and **cover letter**. Applications to be submitted to [jobs@ch-int.org](mailto:jobs@ch-int.org) or delivered to our head office in Juba before 30<sup>th</sup> October 2025.

**Note:** Indicate the position you are applying for in the subject of the email

