

JOB ADVERTISEMENT



Job Title:	Driver/Mechanic
Location:	Bor, South Sudan
Reporting to:	Safety and Security Coordinator
Type of position:	National Position
Grade:	Competitive NGOs salary scale
Salary Range	
Contract terms and hours:	<ul style="list-style-type: none"> • Term of contract: Fixed-term, depending on funding and satisfactory performance • Probation: 3 months • Annual Leave: 28 days per calendar year (January-December) in addition to agreed South Sudan public holidays. • Hours: Standard working week is 37.5 hours a week • Medical insurance: As per Saferworld South Sudan's medical insurance • South Sudan Social Insurance: 17% contribution from Saferworld • Taxes: Saferworld deducts and remits South Sudan income tax for all its employees, regardless of nationality. • Work eligibility: Must have the right to live and work in South Sudan
Background:	<p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East, with offices in London, Washington DC, Vienna, Brussels and Beijing.</p> <p>The post-holder will be employed by Saferworld.</p> <p>Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.</p>
Job purpose:	The driver will be based in Bor and will support both visiting Saferworld staff, and Bor based partner staff in driving them around when requested



Roles and responsibilities:

Driving and supporting staff: (80%)

- A Driver will ensure the safety and comfort of their staff through providing safe driving services.
- Driver will map out a route before they leave their office. They'll pick up staff or authorized partner staff who requests it at an agreed-upon time, and possibly help them load or unload luggage as needed during each trip.
- Transport Saferworld items to and from specified locations within a designated geographic area.
- Ensure goods onboard are well-secured during transit and delivered to their locations in a timely manner.
- Ensure all items onboard are kept safe from theft or damage
- Direct staff member on the use of seatbelt and to put on their seatbelts before moving the vehicle.
- Drive at the safe speed in public and congested place, and observe/respect other road users
- Pay keen attention to road traffic signs and observe them accordingly
- Ready to travel to Juba when required to inspect and service vehicles based in Juba
- Check daily and confirm the checklist and the required spares/tools are available in in usable condition. Ensure there is always spare tyre of the vehicle before any field trip
- Always check the insurance and remind the Safety and Security Coordinator or any other linemanager on the expire date, and its renewal

Mechanic Support (20%)

- Weekly inspections Saferworld vehicle(s) for mechanical problem and ensure identified mechanical problems are fixed and the vehicle is road worthy at all times
- Fix some minor issues on the vehicle(s)
- Ensure that the vehicle(s) is/are serviced as per the service-due date

Key working relationships

1. All Saferworld staff
2. Partner staff directly implementing Saferworld project
3. Other partner staff as may be directed by Saferworld staff

Scope and accountability

Decision making and limits of authority	• None
Financial resources	• None
Other resources	• Responsible for and in custody of Saferworld vehicle(s), tools and spare parts in area of responsibility
People management	None
Legal, regulatory and compliance responsibility	• Comply with Saferworld's policies and procedures, including Finance, HR and safeguarding policies. Observe and respect local traffic regulations

Person specification

Knowledge, qualifications and experience

- Secondary certificate of education is required; primary certificate with other certificate in mechanic is acceptable
- The driver MUST be Bor residence



<ul style="list-style-type: none"> • At least 5 years experience working/driving with aid partners including donors, multilateral/UN agencies, and international and national NGOs • Reference from two previous NGOs; company or UN agency is required 	
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Good communication skills, verbal and basic written • Able to build relationships with a variety of stakeholders • Good time management and multi-tasking skills • Able to work on his/her own, include safe driving and . • Able to express him/herself in English (verbal and written) and at least one South Sudanese language 	
<p>Personal qualities</p> <ul style="list-style-type: none"> • Compliance with Saferworld's safeguarding principles • Compliance with the organisation's policies (HR, Finance and Procurement) • Honesty, transparency and accountability • Respect to individuals, groups of people in the community, staff and being culturally sensitive • Commitment to Saferworld's mission, vision and values • Commitment to engaging with South Sudanese aid actors and community engagement • Enthusiasm to learn and apply new knowledge and skills 	
<p>Other requirements</p> <p><i>The incumbent may be required to travel to the Juba.</i></p>	
<p>Application process To apply:</p> <ul style="list-style-type: none"> • Either download and complete an application form at http://www.saferworld.org.uk/jobs/jobs and send to jobs@saferworld.org.uk (Ref: Driver - Bor) <p>OR Collect an application form from JWEP Office in Bor town, and</p> <ul style="list-style-type: none"> • Drop hard copy of your application form at Saferworld office, Off American Residence Road, Opposite Watoto Church Tong Ping, or at JWEP office in Bor town <p>Opening: 10th Aug 2023 Deadline for Application: 29th Aug 2023</p>	

