



Approved



VACANCIES – MECHANICS (4 POSITION)

POSITION IS ONLY OPEN TO SOUTH SUDANESE NATIONALS –BOTH INTERNAL AND EXTERNAL CANDIDATE

Employer: Mines Advisory Group (MAG)
Department: Fleet Department
Reporting to: Head Mechanic
Base Location: South Sudan
Working Area: South Sudan

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Mechanics** for its operations.

Summary of the Position

Overview of role: To work as part of a team to carry out inspection, repair and preventative maintenance services to vehicles serviced at MAG's Operations Base to ensure they are available, reliable and safe to operate.

MAG may provide repair and maintenance services to non-MAG vehicles, on a facility cost share basis, and mechanics will therefore be expected to work on all authorised vehicles in the workshop.

Principal Responsibilities:

- Carry out repair and maintenance services, under the direction of the Mechanical Technical Manager and Head Mechanic, to ensure vehicles serviced at MAG's Operation Base are roadworthy, reporting any faults and safety concerns.
- Provide guidance and adhere to MAG's maintenance procedures for Mech assets and vehicles.
- Carry out break down response and attend to breakdowns when required. Frequent travel to MAG's operational field sites will be required.
- Advise the Warehouse Assistant / Fleet Admin on spare Parts requirements for stock replenishment in a timely manner.
- Prompt maintenance scheduling for minimum workshop downtime and increase vehicle availability.
- Responsible for verifying workshop tools and equipment are properly cleaned, maintained and used appropriately, informing the Head Mechanic of any losses and damage.
- Ensure all vehicles are clean and roadworthy prior to handing over to operational teams.
- Ensure job cards are completed and signed after each piece of work detailing parts, labour and hours.
- Adhere to safety rules with appropriate use of equipment and PPE in the workshop environment.
- Maintain workshop cleanliness and keep the surrounding areas clean and tidy.
- Ensure a safe working environment and reporting any Risks, Incidents or hazards.

(2)



MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan

Shared responsibilities

Carry out any other duties deemed necessary and reasonable to meet MAG's operational requirements, as requested by the line manager or supervisor

All staff members are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programmes.

Some Job Descriptions may be supplemented by specific Terms of Reference.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Experience of working in a mechanical workshop
- Good knowledge in Toyota Land Cruiser, Ford Rangers and Heavy Goods vehicle experience
- Knowledge of Plant Machinery and Pneumatic systems is desirable

Essential Skills and Knowledge

- Effective verbal and listening skills and the ability to communicate
- Computer skills, Microsoft office applications for diagnosis systems
- Good level of written and spoken English

Essential Aptitude

- Ability to work independently with initiative and a solution orientated approach
- Self-motivated, flexible and enthusiastic approach to work
- Determined to high quality standards



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Qualifications

- Recognised Certificate in mechanical / Automotive qualification
- Auto Electrical or Electrical knowledge is desirable
- Valid driving License

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

How to apply

Qualified and interested candidates should submit a cover letter with a CV (must have at least 3 referees with the recent employer, email and telephone contact), copies of academic certificates and Nationality ID card to:

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 21st August 2022, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews and **DO NOT MAKE ANY PHONE CALL**

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

*All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing), if you have any concerns in this area these should be reported to MAG Country Director ASAP.***