



Approved



Catholic Medical Mission Board
Job Advertisement
Project Assistant/Drivers

Position Title: Project Assistant/Driver
Department: Administration Officer
Location: Juba (1) Yei St. Bakhita Hospital (1) Yambio (1)
Reports: Administration officer
Deadline: 16th October 2023

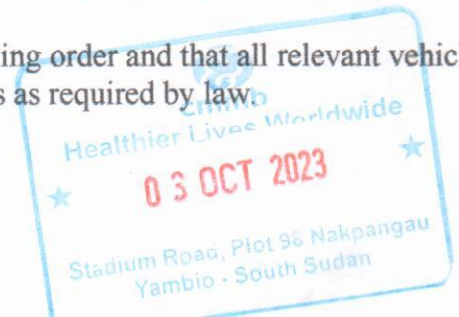
ABOUT CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org.

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations through its Children And Mothers Partnerships (CHAMPS) program. CHAMPS focuses on redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels. CMMB also supports Health Information System strengthening through accurate and timely electronic systems, reproducing, and disseminating health registers and training of SMOH data clerks.

Job Summary

- To transport staff and supplies between the CMMB Office and various other locations within the area of operations and other destinations when and as requested by the line manager.
- Provide safe, courteous, and high standard of service to CMMB and other authorized passengers.
- Ensure punctuality and safe transport.
- Observe the road and traffic laws and regulations of the Republic of South Sudan and the organization driver's rules.
- Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards.
- Check and ensure that the vehicles are in good working order and that all relevant vehicle taxes and licenses are paid and displayed on vehicles as required by law.





- Fuel CMMB vehicles and ensure that they do not always run out of fuel.
- Deliver & pick up cargo and staff and visitors from and to the airfield from UNHAS or MAF & charters to/from respectively as authorized by the line manager.
- Ensure that vehicles are always kept clean by washing both the inside and outside, including keeping the parking bay clean and organized.
- Carry out daily, weekly, and routine checks on vehicles and ensure they are sound and ensure vehicle is always kept in good working condition.
- Report any case of accident, injury, or damage of vehicles to the Admin/ Logistics Manager immediately it occurs or comes to attention.
- Ensure vehicle is always kept secure.
- Ensure vehicle is given a daily maintenance check: check oil, water, battery, brakes, tires, etc.
- Log official trips, daily mileage, fuel consumption, oil changes, etc. as required by the logistics rules and report to the line manager as required.
- As directed by her/his supervisor, perform daily administrative, logistical and other duties in support of project implementation.
- Perform any other duties as and when asked by the supervisor and/or his/her representative, related to drivers' tasks.
- **Qualification of ideal candidates:**
 - Diploma in Business administrations, procurement & Logistics management from recognized institutions.
 - 6 Years of relevant experience Managing vehicles,
 - Valid Driving Licenses
 - South Sudanese Nationality Certificate

How to Apply:

Interested applicants should submit their application together with resume/CV including telephone and email contacts of three (3) referees as well as your daytime telephone/cell phone contact number to CMMBSouthSudanjobs@cmmB.org indicating the position and location you have applied for on the subject line of your email.

Please note:

1. Deadline for receiving application for this position is the 16th of October 2023
2. CMMB South Sudan promotes gender equality and encourages qualified female candidates to apply.
3. Only short-listed candidates will be contacted for assessments.

