



External Advert

Oxfam GB is an international non-governmental organisation with a mission of working with others to alleviate poverty, suffering and distress. Oxfam GB has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on Saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in nine states (Upper Nile, Unity, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el Ghazal, and Northern Bahr el Ghazal.

Position: Mechanic/Driver
Location: Lankien, South Sudan
Grade & Level: E1
Contract Type: Fixed Term
Number of post: 1

❖ DIMENSIONS:

- Oversees the management of vehicles service provision.
- Monitors performance of team or external contacts and gives advice / guidance to managers in a specialist area.
- Objectives are set within well-defined limits although some adaptation on day-to-day issues may be required.
- Problems may vary but solutions can be defined from previous experience with judgement being required to choose and apply the most appropriate solution.
- Regular communication is normally with immediate manager but may require a broad range of communication (including negotiation) internally and externally.
- Ensure Health and Safety procedures are followed at specific sites.

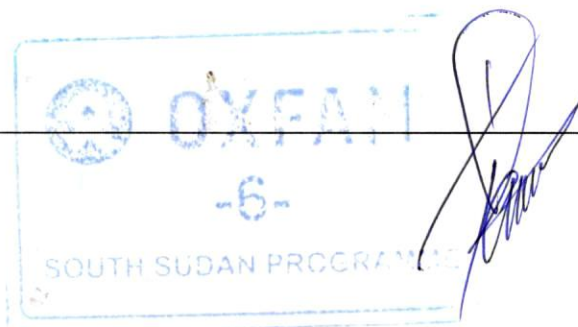


❖ Key Responsibilities

- Build and assemble machines or mechanical components according to requirements
- Inspect machines, engines, transmissions etc. and run diagnostic tests to discover functionality issues
- Conduct repairs aiming for maximum reliability
- Troubleshoot reported problems and resolve them in a timely manner
- Perform thorough maintenance on machinery, equipment and systems
- Clean and apply lubricants to machinery components
- Replenish fluids and components of engines and machinery
- Provide consultation on correct maintenance and preventative measures to machine or vehicle users
- Undertake other duties as assigned (e.g. repair of hydraulic systems, painting vehicles etc.)

❖ Transport and Vehicle Management

- Ensure that office vehicles are checked daily and road worthy before any assignment.
- Place logbook for each vehicle and monitor records for accuracy and completeness.
- Ensure that all Oxfam GB vehicles insurance is renewed and up-to-date.
- Liaise with RTA and facilitate for timely annual vehicle technical inspection.
- Maintain data and update records of all vehicles.
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- Ensure that daily transport is organized and courier service and driver are assigned based on the requests received.
- Ensure that drivers' testing is conducted and records of staff authorized to drive is maintained and kept up-to-date.
- Provide advice and support on vehicle repair and management to project offices.
- Establish regular service schedule and ensure proper maintenance is carried out by leasing with vehicle garage.
- Prepare reports of vehicle usage according to Oxfam GB guidelines monthly.
- Ensure all arrangements for visitors and staff visiting Field programmed are made and communicated in a timely manner.
- Keep logs of work and report on issues
- Repair vehicles and make routine maintenance checks to ensure that a vehicle is running identifying the problem with the cars



❖ **SKILLS AND COMPETENCE:**

- Proven experience as Mechanic
- Excellent knowledge of machinery and hydraulic, electrical and other systems and their components
- Aptitude in using various hand tools (screwdrivers, hammers etc.) and precision measurement tools (e.g. calipers)
- Ability to follow established procedures and practices and read instruction, blueprints etc.
- A strong commitment to all health and safety guidelines
- Very good communication skills
- A problem-solving ability
- Very good physical strength and stamina
- High school diploma is preferred; Certification from a vocational school or completion of apprenticeship is a definite plus

NB: This position is open to south Sudanese Nationals Only, and **women are strongly encouraged to apply.**

We are committed to ensuring diversity and gender equality within our organization. Only short-listed candidate will be contacted.

Deadline for submission of applications is 30 June 2020. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their CVs to Oxfam Office in Juba or Lankien base.

Note: CVs and Applications are not returnable once submitted and due to the urgency of the position Applications will be reviewed on daily basis

