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Approved by
14/01 23/9/2022
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JOHANNITER

JOB VACANCY

Job Title Driver
Organisation Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance
Job Location Juba Office Central Equatorial State South Sudan

Job Responsibilities and Accountabilities

Overall job purpose

The Driver is responsible for safe transportation of staff members and safe delivery of good to authorized personnel/location.

Duties and Responsibilities

- Drive Johanniter vehicles wherever required within Johanniter procedures and national law and guidelines
- Maintain the cleanness of the vehicles always; cleaning vehicles daily.
- Transport personnel and goods only when authorized
- Deliver messages, parcels and items to a recipient in another area
- Maintain log books and ensure that they are filled in by passengers
- Submit transport, servicing or maintenance requests on timely basis
- Submit trip reports at the end of each trip
- Submit appropriate way bills for items transported and delivered
- Follow security procedures, speed limits, approved routes and directions and registered goods and baggage
- Request timely maintenance and inspection of vehicles, and renewal of insurance agreements
- Carry out procurement of items to a limited amount of cash
- Carry out other duties as requested by the supervisor

Other Duties

Resource Management

- Responsible for the vehicle assigned for the programme in keeping it clean, safe and serviced as necessary
- Ensure that the project personnel and resources are transported safely
- Responsible for proper use of fuel and spare parts
- Ensure that national transport legislation and traffic rules are adhered to, and that the country specific standards are applied in ensuring efficient use of vehicles
- Maintain the documentation of material resources transported for storage or delivery
- Ensure adherence to Logistics procedures, filing of supporting documents and reporting to the Logistics Assistant

Fleet Management

- Follow security procedures while using vehicles, delivery of goods and transportation of authorized personnel
- Follow up the timely maintenance, inspection and insurance payments as necessary

- Report the monthly utilization of vehicles (fuel consumption, repairs) in coordination with the Logistics Officer

Department Linkage

- Provide services to all departments, partners and authorized personnel as per the set schedules and procedures

Person Specification:

Professional Qualification and Experience:

- South Sudan Certificate of Secondary Education
- Minimum of three years of solid experience in driving with international NGOs
- A valid driving license issued by the government of south sudan

Skills

- Ability to work with minimal supervision
- Basic first Aid Skills
- Fluency in English and Arabic. Knowledge of local languages will be an added advantage.
- Strong interpersonal and communication skills,
- Good planning and analytical skills;

This position is open to South Sudanese Nationals with all the National Documents.

How to apply:

Send your CV, motivation letter, and certificates Johanniter Juba office located in Tong-ping behind Rainbow Hotel Kololo or Via email on hr.southsudan@thejohanniter.org not later than 12/10/2022, by 5:00 PM South Sudan Standard Time.

Please indicate the title of the position you are applying for the subject line of your application and only shortlisted candidates will be contacted for the interview.

All photocopies of your application/documents will remain the properties of Johanniter International Assistance.

