

MSF Switzerland (MSF-CH)

## JOB VACANCY – DRIVER (BACK-UP POOL)

*Médecins Sans Frontières* (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position for a Backup Pool.

**Position: DRIVER**

**Number of Vacancies: BACK-UP POOL**

**Location: JUBA**



### Scope of responsibilities:

Organizing and supervising the daily supply chain activities and the teams associated, in the coordination or project level, according to MSF protocols and standards in order to ensure the optimal running of the mission

### Main tasks:

- Checking daily, the technical conditions of the assigned vehicle (state of the tires, oil, fuel, brakes, radio equipment, spare parts, etc.), performing weekly check according to the MSF Logbook, refilling it when necessary, and keeping it clean to ensure it can be driven in perfect conditions. Carrying out a hand over if another uses the vehicle
- Ensuring the security of passengers in the vehicle, driving carefully, observing speed limits and traffic rules in the country as well as MSF security rules, in order to avoid car accidents.
- Ensuring all passengers have all necessary papers in order before travelling, and ensuring non MSF staff sign disclaimers of responsibility before using the vehicle
- Ensuring correct loading and unloading of the vehicle, submitting the documents to the receiver of the goods, checking the status of delivered goods, returning the duly completed documents to Logistics and ensuring that the goods have the necessary documents
- Ensuring that all vehicle documents and the driver's driving license are valid and in the vehicle.
- Informing the line manager of any incident involving the transportation of passengers and/or goods.
- Knowing how to use all types of radios, codes, call numbers and radio alphabets by heart and communicating with base according to MSF communications policy to inform the driver's position and any potential implications.
- Knowing and respecting the security rules related to vehicle movements, specifically those related to customs, checkpoints and roadblocks. Ensuring all passengers know and respect the security rules

### Recruitment criteria

#### Education:

- Secondary Education and driving license.

#### Experience:

- Essential 2 years minimum of previous driving experience
- Desirable experience with specific vehicles to use (4x4)
- Desirable in MSF or other NGOs

#### Languages:

English mandatory and Local language is an asset

#### Knowledge:

- Desirable knowledge of basic mechanics
- Good knowledge of mission area roads

#### Competencies:

Results and Quality Orientation, Teamwork and Cooperation, Behavioural Flexibility, Commitment to MSF Principles, Stress Management.

## How to Apply:



South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. Candidates who do not have access to the internet may submit their application at the MSF Switzerland office in Juba, Hai Cinema.

**The deadline is no later than April 27 at 4:00pm.**

**<https://bit.ly/3Rmvfpb>**



**Only short-listed candidates will be contacted.**

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

**We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.**

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of *the most suitable candidate*. *Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the **Personnel Development Manager** at the **MSFCH office in Hai Cinema – Juba**.*

***No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.***

***MSF reserves the right to refuse to hire a candidate who has benefited from such acts.***

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.

