



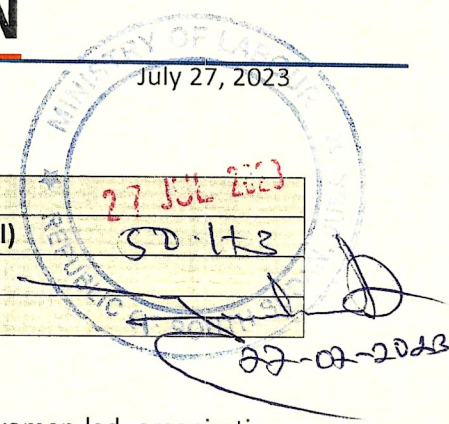
COMMUNITY INITIATIVE DEVELOPMENT ASSOCIATION CIDA - SOUTH SUDAN

July 27, 2023

JOB VACCANCY ADVERTISEMENT

Vacancy Summary

Job Title	Driver and Mechanic
Location	Juba (with frequently field travel)
Posting Date	27 th July, 2023
Closing Date	27 th August, 2023



Background:

Community Initiative Development Association (CIDA) is an independent women-led organization, dedicated to advancing the rights of marginalized communities, with a particular focus on gender equality and building resilience communities. Founded in 2016 by young and likeminded South Sudanese nationals who are highly experienced, with diverse professional fields of competencies and have local knowledge and context of fragile South Sudan. The organization provides a range of services and programs including fights against poverty, building resilience, reduction of inequality, social protection, human rights advocacy, Peace building, Promote equality education, food security and livelihood for communities affected by climate-related hazards, conflicts and natural disasters in Republic of South Sudan.

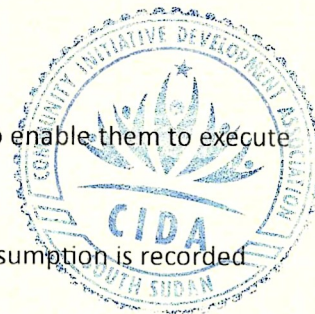
Vision: We envision inclusive society that is socially, peacefully and economically empowered. CIDA believes that the recognition of human rights contributes to the well-being of everyone in the society, with shared value.

Mission: We seeks to advance the rights of marginalized communities, build and sustains their capacity to participate strongly to advance gender equality, fight against poverty by building sustainable resilience, protecting human rights, and the environment while reducing social injustice.

VALUE System CIDA's conduct is inspired by the maximum **integrity** and **honesty** in all circumstances and areas.

Key Responsibilities

- Responsible to transporting staffs and project materials to and from the various locations to enable them to execute their duties strictly observing traffic laws.
- Perform daily pre-trip and post trip vehicle inspections ensuring that the vehicle is operational and safe to drive.
- Perform vehicle maintenance task on the vehicle when necessary.
- Clean vehicle both inside and outside
- Ensure periodic schedule vehicle maintenance is complete.
- Ensure vehicle carry only authorized passengers.
- Driving within to deliver project items or staffs of different locations to enable them to execute their duties.
- Maintain the vehicle safe and clean and grantee it's road worthiness.
- Ensuring mileage logbook is completed for every journey and fuel consumption is recorded without failure.
- Ensure that the vehicle documents are available in the vehicle.



- Re-fueling the vehicle according to the system is in place.
- Assisting with loading and offloading of items/materials when necessary.
- Regularly checking and recording all equipment related to the vehicle. Any missing equipment should be reported to the senior logistic and procurement officer.
- Complying with all relevant organization policies
- Any other assigned duties required by the supervisor.

Essential requirements and qualifications.

Education:

- Secondary school certificate.
- Driving school certificate.

Requirements:

- At least 4 years of experience in a similar position
- Valid South Sudan driving license.
- Ability to work well with people from different cultural backgrounds.
- Ability to work effectively as part of the team and with minimum supervisions.
- Ability to multitask, set priorities and work under tight deadlines.
- Basic mechanical skills is an asset
- Basic first aid skills.
- Flexible in terms of working hours.
- Good knowledge of road within the field location.

Language:

- Fluency in spoken and written English.
- Spoken local Arabic.
- Knowledge of local language as an asset
- Well-developed logistic skills



HOW TO APPLY:

Qualified women are strongly encouraged to apply.

Your application documents should include; CV, letter of motivation and certified copies of academic documents and national ID to Email: HRcidasouthsudan@gmail.com before the dateline 24th August, 2023.

The recruitment and filling of this vacancy is subject to the approval of funds from the donor.

CIDA has zero tolerance on all forms of abuses including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

CIDA does not charge any fee at every stage of recruitment.

NB: Only shortlisted candidates will be contacted.

