

## External Advert

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

## The Role

Oxfam 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 seven area field offices in South Sudan. (It also works in partnership with several national organisations and community groups.

**Position: Driver**  
**Location: Rumbek**  
**Grade & Level: F1 National**  
**Contract Type: Fixed Term**  
**Number of post: 1**  
**Duration of Contract: June 2020 to April 2021**

## KEY Essential

1. Ensure all the vehicle or the one he is designated work properly
2. Report repair needed on time to ensure timely handling of repair of all the logistic function
3. Driving staffs during implementation of project
4. Facilitating field staff's movement to field and within town in handling administrative related duties
5. Ensure maintenance and service of the vehicle are done on timely manner.

*Approved*



## Skills, Experience & Knowledge

### Essential

- Minimum Secondary School Certificate
- Ability to write and speak English Language and local Arabic.
- Basic Vehicle Maintenance and Services Checks.
- Valid Driving Licence
- Sound driving skills and experience
- Ability to Plan effectively
- Ability to write basic Mechanical report and Radio Operation
- Ability to prioritize Work.
- Ability and willingness to travel and work in remote areas

**Deadline for submission of applications is 15 July 2020. Interested Applicants should send soft copies of their CVs and Cover letters to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk) or drop hard copies of their CVs to Oxfam Office in Rumbek.**

**NB: Female candidates are strongly encouraged to apply.**

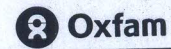
*Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.*

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.





# JOB PROFILE



**JOB TITLE:** Driver.

**DIVISION / DEPARTMENT / LOCATION:**  
Rumbek

**JOB FAMILY:** Logistic

**SALARY:** 433 -533 USD

**LEVEL:** F Zone 1  
**DURATION:** 12 Months

**OXFAM PURPOSE:** Oxfam works with other to overcome poverty and sufferings.

**TEAM PURPOSE:** To ensure that Oxfam's achieves its longer-term programme objectives in Western Lakes Rumbek.

**JOB PURPOSE:** To facilitate and coordinate smooth transportation/movement of all staff and goods in Western Lakes Rumbek. This includes ensuring proper maintenance of the assigned vehicle, adhering to Oxfam policies and procedures and South Sudan traffic laws.

**REPORTING LINES:**

Post holder reports to: Admin/Logistic Assist.

Staff reporting to this post: N/A

**BUDGET RESPONSIBILITY:** N/A

**DIMENSIONS:**

- Carry out duties laid down by its Manager/Supervisor
- To be Responsible for use of Equipment Vehicle under direct supervision
- Carry Out driving as per Oxfam driving and Vehicle use policy
- Ensure that staff safety standard is applied on daily basis according to guidelines
- Required to give straight forward information to Supervisor or Manager

**SKILLS AND COMPETENCE:**

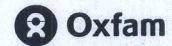
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- Valid Driving Licence
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- Ability to write basic Mechanical report and Radio Operation
- Ability to prioritised Work.
- Ability and willingness to travel and work in remote areas



*Director REC Lakes state*



# JOB PROFILE



- At Least Three Years' experience driving NGO Vehicles

### Responsibilities:

1. Ensure all the vehicle or the one he is designated work properly
2. Report repair needed on time to ensure timely handling of repair of all the logistic function
3. Driving staffs during implementation of project
4. Facilitating field staff's movement to field and within town in handling administrative related duties
5. Ensure maintenance and service of the vehicle are done on timely manner.

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate the achievements of the key responsibilities in accordance with the Performance Review process

Date updated: Jun 2020



*D/Director RRC Lakes state.*

