



Implemented by  
**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

**WE ARE  
HIRING**



**Position:** Driver (2 positions)  
**Project:** Office and RMO  
**Reports to:** Project Administrator  
**Contract Duration:** Renewable based on Funding  
**Location:** Juba with occasional travel  
Within South Sudan

## Background:

In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) in the following three priority areas: Food and nutrition security and rural development, urban water supply and sanitation, rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.

The GIZ Coordination Office Juba is urgently seeking qualified 2 candidates to fill the vacant position of Driver for GIZ Coordination Office and Risk Management Office.

## Scope of the Position:

Generally, the Driver safely and responsibly performing all official travel using official vehicles and in accordance with GIZ processes and rules. The Driver responds promptly and competently to matters that fall within his/her assigned thematic area, in consultation with his/her line manager.

## Your Tasks

- ❖ regularly servicing and looking after official vehicles
- ❖ taking account of all available information on road conditions, accessible routes and locations
- ❖ running official errands and
- ❖ assisting with other office work
- ❖ provides passenger transport in an official car for office, project or programme staff, official visitors and guests
- ❖ runs errands for the project, programme or office, e.g. sending letters and messages, paying bills and buying smaller quantities of office supplies
- ❖ helps with transporting goods
- ❖ completes the vehicle log correctly and conscientiously in accordance with GIZ standards
- ❖ cleans the interior and exterior of the vehicle(s) regularly
- ❖ checks oil, water, brakes and brake liquid, tyre pressure, battery levels and the entire vehicle, weekly
- ❖ makes sure that the vehicle is going for service every 5,000 km (informs the logistic officer)
- ❖ is responsible for the project vehicle documents and their good condition, keeping a vehicle log and recording monthly maintenance
- ❖ calculates monthly petrol, oil and lubricant consumption for the daily cash fund and for forwarding monthly vouchers to cost accounting
- ❖ reports need for service and carries out minor repairs
- ❖ immediately reports all involvement of the project or office vehicle in accidents, including minor accidents, damage, loss or theft of vehicle fittings
- ❖ uses all available information (including current radio news on traffic conditions) to update daily knowledge of road conditions, current passable



routes and locations, and shares this information with other office drivers

- ❖ assists other colleagues as needed in the project, programme or office if there is no travel pending, carries out other office work on request

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## Your Profile

- ❖ secondary school education
- ❖ holds a valid driver's licence
- ❖ at least 1-3 years' work experience as a driver with references
- ❖ no major accidents in the past 3 years
- ❖ good knowledge of English, the European language widely used in the country
- ❖ discipline and punctuality
- ❖ resilience and patience
- ❖ familiarity with city of Juba, regions of South Sudan
- ❖ appropriate appearance and attire (friendly manner with all passengers)
- ❖ willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management
- ❖ Armoured vehicle certificate will be an added advantage

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## How to Apply

Applicants should submit their CVs and cover letters declaring interest for the position to the GIZ- by email to [HR-Suedsudan@giz.de](mailto:HR-Suedsudan@giz.de). Hard copy application will not be considered.

Please note that all applications must be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful. This position is open only to South Sudanese nationals.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.

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**Opening Date: 26/07/2023**

**Closing Date: 11/08/2023**

