

# Handicap International Job Profile-Driver

Title: Driver  
Location: Yei  
Reporting to: vehicle fleet manager/Area Logistics Officer  
Contract Type: Fixed Term Contract  
Advert running from: 25th, August 2022 until 13th September 2022

## ASSIGNMENT

Reporting to the vehicle fleet manager/Area Logistics Officer, the driver transports cargo and persons. He/she is responsible for the efficient use of the road vehicles assigned to him/her. He or she is the point person for the vehicle fleet manager and as such informs him or her of any problems that fall within his or her remit and suggests solutions.  
He/she contributes to the implementation of HI's logistics standards.

### CHAIN OF COMMAND

Under the authority of:  
Project Officer-MHPSS

Responsible for:

### WORKING RELATIONS

Internal:

- Area Finance Department
- Area Administration
- Area Logistics department
- Area Security Focal Points
- Project Managers
- Programme teams

External:

- Local authority
- Beneficiaries

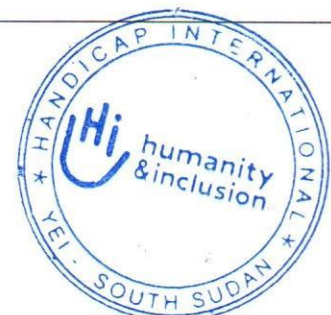
## Responsibilities

### management

- RISKS: Forwards to his/her line-manager the information needed to update the risk map for his or her area of responsibility and implements corrective mitigation measures in his/her area of responsibility;
- INCIDENTS: Forwards to his/her line-manager the information needed to draft incident reports for his area of responsibility, if required
- INDICATORS: Forwards to his/her line-manager the information needed to produce the dashboard for the transport of persons.

### Mission 2 : Deploys the standards and contributes to HI's expertise and accountability within his or her remit:

- STANDARDS: applies HI standards for his or her entire professional field with regard to policy, processes and tools;
- LOCAL ADAPTATION: applies these standards, contextualised to meet local conditions and regulations;
- ACCOUNTABILITY: applies internal rules and the rules of institutional donors in his or her fields of activity.





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## Mission 3: Operational implementation of logistics

### 3.1 Diagnostic phase – Contextual analysis:

- Participates in analysing the programme's logistics context (evaluation of logistics capacities, table of logistics problems);
- Evaluates the capacities of the available and mobilizable resources (human and material).

### 3.2 Implementation phase:

- Is responsible for the safety of passengers until arrival at destination;
- Drives the vehicles provided in accordance with the legislation in application;
- Is responsible for ensuring his/her passengers' compliance with the legislation in application;
- Is responsible for the loading of his/her vehicle and its conformity / safety (if applicable);
- Is responsible for the cargo transported until unloading at destination (if applicable);
- Adapts his/her driving to the requirements of the products/resources and carries out controls (temperature, strapping...) while respecting the specific rules (if any) ;
- Monitors servicing deadlines for the vehicles assigned to him/her and makes the necessary reminders to his/her line manager (if required).
- Responsible for fuelling of all the cars every Fridays or any time when need arise.
- Update the movement board on regular basis.
- Assist in facilitating Covid 19 and security clearances from Ministry of Health and NSS.
- Drops and picks staff to/from the airport as per arrival times.
- Carry out mornings' vehicle checks fill in the forms and submit to his/her line manager every Fridays of the week.
- Be flexible to do any other duties assigned to him/her by his/her line manager.

## Mission 4: Facilitation of the profession sector

- Participates in the facilitation of the organisation's profession sector (community of practice)

## Mission 5: Emergency Preparedness and Response Responsibilities

contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response

### Others

- Any other duties and responsibilities assigned by the line manager that is within the post-holder's expertise and experience.

### Academic Qualifications Required for position

- Minimum qualification requirement – Secondary education

### Other Professional Qualifications Required for position

1. Knowledge and context of area of operation.
2. strong knowledge of traffic laws.
3. Maintenance knowledge.
4. Problem-solving skill

### Work Experience /Skills Required for position

1. Knowledge and experience in managing mechanical operations, maintenance of the vehicles.



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2. At least 3-5 years of working as a driver within humanitarian organization
3. Good knowledge of road structure conditions within Yei and other field sites where HI operates.
4. In possession of clean and valid driving licence.
5. Knowledge of driving rules and regulations, chauffeur protocol and courtesies.
6. Skills in minor vehicle repairs
7. Valid South Sudanese National ID
8. Ability to fluently communicate in English
9. Arabic and the language of the local area are added advantage.

### **HOW TO APPLY**

Qualified Applicant is required to submit his/her motivation letter and CV of not more than 3 pages clearly explaining your fit for this position.

You can submit your CV and Cover Letter to:

**Human Resources and Administration Department, Humanity and Inclusion, Hai Peace within MASS Compand, not later than September 13th 2022 or email [toa.isaac@hi.org](mailto:toa.isaac@hi.org) and copy [i.arike@hi.org](mailto:i.arike@hi.org)**

HI is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.

