



POST DESCRIPTION



Position(s) Title:	Driver
Organization	Whitaker Peace & Development Initiative (WPDI)
Contract Duration	1 year with the possibility for extension subject to satisfactory performance
Duty station(s)	Juba Country Office. Opening: 5 th .April.2024
Deadline for application	29th April 2024
	Supervisor: Finance & Admin Manager
Report to work	As soon as Possible

The Whitaker Peace & Development Initiative (WPDI) is looking to hire a Driver to support its operation in Juba and its field locations as well as the Community Learning Centres (CLCs) in Juba, Torit, Nimule, Lafon, Yambio, Ikwoto, Maridi and Budi.

Background:

WPDI is an international non-profit organization founded by the UNESCO Special Envoy for Peace and Reconciliation, Forest Whitaker, with the mission of helping societies affected by destructive conflicts and gang violence transform into safer and more-productive communities. Since its inception in 2012, WPDI has created and managed peacebuilding and livelihood programs in South Sudan, Uganda, Mexico, the United States, and South Africa.



WPDI is active in South Sudan since in 2012, working in partnership with UN agencies such as UNESCO, UN Women etc. and local and international organizations as well as development agencies like United States Africa Development Foundation (USADF) and Swiss Agency for Development and Cooperation (SDC), and private sector organizations – Ericsson, Gemini Enterprise Africa, IKEA Foundation, MasterCard, Zain, etc. Our main approach is to empower young people and women as leaders of peace and development in their communities through a unique mix of peacebuilding, conflict resolution, mediation, life skills, ICT training, vocational training, and youth-led community projects as well as programs promoting peace through the arts and sports.

Main Responsibilities:

Operating from the Juba Office the Driver will work with Finance & Administration officer and the Logistic Officer to support the movement of staff and some supplies in those states.

Under the overall supervision of the Finance & Administration Manager, the oversight of the Deputy Country Manager. the Driver will be expected to:

Major Tasks:

- Ensure that vehicles are fueled, maintained clean and ready to use at all time
- Daily/Regularly checking of vehicle to ensure proper record is maintained
- Regularly picking of staff to & from destination and meetings.
- Ensure staff safety by instructing staff to always wear seat belt and sign on logbook
- Maintained record of all the mileage and service and the next millage due for service.
- Interact with client professional at all times
- Arrived on destination on schedules

Desired work Experience

- At least one year of work experience driving an International Organization.
- A minimum of one (1) year proven or full-time work experience driving with an International Organization.
- South Sudanese National
- Proficiency fluency in English and Juba Arabic
- Be in possession of South Sudanese driving License at least general category.
- Proven ability to work effectively, under pressure and in a multicultural environment.



- Proven leadership experience and proven ability to lead economic management programs and activities, dealing with senior officials, with adequate knowledge and attention to political sensitivity.

Qualifications:

South Sudan Certificate of Education or a diploma in motor Vehicle from a recognized Institution.

Language: Excellent written and spoken English and Juba Arabic.

Apply To: Interested applicants, who should hold South Sudan citizenship, are invited to submit a cover letter (in English and referencing the Job Announcement) accompanied by a full resume, and Cover letter stating details of educational qualifications and working experience, home and office telephone numbers.

Application had copy can also be submitted at the WPDl office located inside UNESCO Country Office compound.

Female are strongly encouraged to apply.

E-mail: recruitment-south-sudan@wpdi.org

THE POSITION IS OPEN ONLY TO SOUTH SUDANESE NATIONALS

Only short-listed candidates will be contacted.

