



VACANCY ANNOUNCEMENT



Job Title	Auto Mechanic (Roving)
Salary Band/ Level/ Grade	9B
Department	Supply Chain
Location	Juba – South Sudan – (Roving)
Overtime Eligible (per local law) N/A	(Per local law) N/A
Opening Date	22 nd /April/ 2022
Closing Date	12 th /May/2022

BACKGROUND

IRC began working in South Sudan in 1989. IRC South Sudan operates a country office in Juba and has field offices in Lakes, Unity, Northern Bahr el Ghazal and Eastern Equatoria states. Currently, IRC South Sudan implements programs in primary health care, community case management, women's protection and empowerment, protection and access to justice and livelihoods. In early 2012, in response to the increasing influx of Sudanese refugees from the Nuba mountains/South Kordofan into northern Unity State, the IRC began programming in Yida and Ajuong Thok Refugee Camp, providing essential services in the reproductive health and women's protection and empowerment and ERD sectors.

JOB OVERVIEW

Reporting to the Supply Chain Officer, the primary role of the Auto Mechanic is repairing and servicing fleet for both auto electric and mechanical tasks, diagnosing faults finding on the fleet and determining the extent of repairs required. Stripping, fitting and replacing components on the IRC fleet of various makes, types and kinds. She/he shall undertake inspections, repairs and routine preventative maintenance for the fleet and ensure that all vehicles, generators and equipment meet or exceed set repair and maintenance standards in all field sites.

The emphasis on quality control will be the hallmarks of her/his day-to-day work. She/he will be required to comply with the IRC Standard Operating Procedures, Internal Control Procedures and vehicle operation & maintenance management policy.

KEY RESPONSIBILITIES

A: Preventive and breakdown maintenance of motor vehicles and equipment

1.1 Carry out the mechanical/electrical preventive maintenance and repair of vehicles, generator and equipment including but not limited to 4x4 vehicles, tractors, agro – trailers, Quadbikes, Motorbike, Motorized Canoes and heavy vehicles of various makes, types and models.

1.2 Prepare vehicles/equipment available for use by inspecting and testing vehicles, completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.

1.3 Carry out all vehicles and equipment electrical repairs and system installations.

1.4 Service and maintain all mobile air Conditioning systems and other related accessories.



Approved by
A/inspector
MOL [Signature]

- 1.5 Maintain vehicles in functional conditions by listening to operator complaints; conducting inspections; repairing engine failures; repairing transmissions, differentials, hydraulic pumps malfunctions; replacing parts and components and computerized vehicle gadgets, air brakes, electronic fuel injection (EFI) and mobile air conditioner systems.
- 1.6 Maintain vehicle records by recording service and repairs while ensuring they are signed before handing over the documents to supervisor.
- 1.7 Verify vehicle serviceability by conducting test drives, adjusting controls and systems.
- 1.8 To rescue breakdown vehicles in the field and provide defect reports on the root cause and actions taken into the breakdown.
- 1.9 Carry out repairs and maintenance of generators/equipment and modifications to suit our operational needs.
- 1.10 Request for spare parts and other necessary sundries/consumables; requisitions must be approved by the Supply Chain Officer.
- 1.11 Take responsibility of approved spares and work in progress for intended purpose.
- 1.12 Get the repair of vehicles/equipment first time right away to avoid down time and repeat work.
- 1.13 Account for all tools and equipment assigned to or on temporary request.
- 1.14 Will rove across all IRC field sites to carry on relevant duties in relations to this position.

B: Safety precautions and quality control

- 2.2 To consistently deliver high quality repairs in the required timeframes.
- 2.3 To ensure that all electrical appliances are turned off in the evening before closing for the day.
- 2.4 To complete all work orders and record all additional repairs and parts and ensure that a checklist has been performed.
- 2.5 Ensure safety rules and procedures are followed, including designating highly flammable substances and use of right tools and equipment.
- 2.6 Complies with statutory regulations of vehicle requirements by testing engine, safety, and combustion control standards.
- 2.7 To segregate used parts before disposal.
- 2.8 Maintains vehicle/equipment appearance by cleaning and washing.
- 2.9 Protect exposed sensitive sensors during engine/operating unit/components cleaning.



Approved by
A/Inspector
MOL/JPL
[Signature]

Job Qualifications:

- Minimum of secondary Education
- Valid certificate of good conduct.
- Possess a valid Driver's License
- At least 5 years' relevant experience.
- Vehicle mechanic course from a recognized institution preferably government graded.
- Proven background / 3-5 years as a mechanic
- Problem-Solving ability

Language Skills:

Fluency in **English** is required.

Good working knowledge of **French** and/or **Arabic** would be an added advantage

Working Environment: 75% travel to field sites

IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, or disability.

How to apply: Interested applicants should submit a **CV with 3 references** and a copy of their **South Sudan national ID**, Marked clearly on the envelope to IRC's application drop box at IRC Office Juba or, or by email to SS-HR@rescue.org **Not later than 5:00 PM of Thursday 12th /May/ 2022.**

NOTE: Only short-listed candidates will be contacted and attach photocopies only while original academic documents will be asked at the interview panel and all the photocopies will remain the property of IRC.

Please remember to indicate the duty station while submitting the application.

"FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY"

