

# MEDAIR

## Job Advertisement Juba Base short term driver

**Job Purpose:** To Conduct weekly Checks to base & ERT Vehicles, deliver & pick up basic purchase requests. To drive team members within Juba to facilitate smooth running of the programmes.

### Key Responsibilities

- Daily vehicle check-up & driving duties for programme & base needs
- Ensure punctuality and safe transport
- Observe the road and traffic laws and regulations of the Republic of South Sudan
- Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards
- Deliver & pick up requested orders and cargo for the base, (un)loading and verification of cargo.
- Daily assistance with (mileage)log sheets, washing of cars and ensuring the vehicles are tidy, fueled and maintained.
- Ensure all the vehicles are maintained in good working condition and are safe to drive at all times. Maintain Logbooks with accurate information about maintenance, state and details of all fleet.
- Liaise with drivers to track Vehicles service and repair needs. Alert the fleet assistant and transport manager if/when problems are identified.
- Work with Transport manager to ensure adequate stock levels and proper stock management, ensure a clean and tidy fleet container at all times, ensure spare parts are properly stored in the fleet container and maintained in good condition.
- Fuel the Medair vehicles and ensure that they do not run out of fuel.



### Person Specification/Qualification

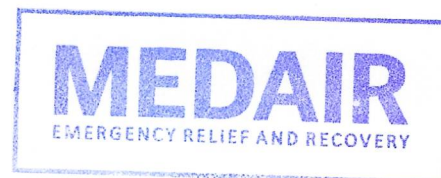
#### Essential

- Full, clean South Sudanese driving licence for at least 3 years.
- Minimum 3 years working as a field or base mechanic for an INGO.
- Fluent in both spoken and written English
- Fluent in spoken Arabic
- Experience using Microsoft suite (Word, Excel and Outlook)

#### Desirable

- Certificate in mechanic and other short courses related to fleet management
- Off-road and 4-wheel driving experience
- Working knowledge of Microsoft suite

**Applications deadline: 15<sup>th</sup> December 2021.**



Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping** or e-mail: [recruitment-sds@medair.org](mailto:recruitment-sds@medair.org)

**Please note, the applications received will be reviewed on a rolling bases and the vacancy might be filled before the closing date.**