



**Dorcas**

South Sudan



20. H. 3  
Approved by  
Minister of Labour

ZOA Dorcas (ZD) South Sudan is a faith-based organization that was established in May 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organizations were individually present in South Sudan for a long period (ZOA since 1998; Dorcas since 2008). Our complementary expertise and geographical coverage enable us to achieve more impact in reaching those most affected by crises. ZOA Dorcas supports communities affected by conflict and natural disasters in hard-to-reach areas in South Sudan. The organization has extensive experience and expertise in the following sectors and themes: Food Security and Livelihoods (FSL), WASH, Peacebuilding & Reconciliation (including socio-therapy) as well as TVET & Inclusive entrepreneurship. Localization (building institutional capacity of local partners), Cash & Voucher Assistance, Disability Inclusion and Women Empowerment are crosscutting themes (. ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap, Northern Bahr El Ghazal and Jonglei State as well as Greater Pibor Administrative Area. ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

### **Driver**

**(Stationed in Juba, South Sudan)**

Starting date: as soon as possible

Frequent travel is required

### **Purpose of the position**

The Driver is responsible under the direction of the Logistics Officer to drive ZOA Dorcas vehicles safely and in accordance with set policy standard and to compile all the relevant records and documentations as required.

### **Main responsibilities:**

- Drive ZOA Dorcas staff members to and fro their required destinations and waiting for them if required.
- Drive ZOA Dorcas vehicles safely within legal speed limits and regulations, at all times ensuring the safety and security of their passengers as a first priority.
- Take care of the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tires, tools etc each morning before starting the car.
- Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept in good Mechanical condition, clean both internal and external.
- Ensure that the steps required by ZOA Dorcas, UNHRC and Government of the Republic of South Sudan rules and regulations are taken in case of involvement in an accident
- Ensure that you have an up-to-date driving license at all times arranged by you and that your vehicle has proper tax and insurance papers.
- Ensure that all cargo is properly secured to avoid damage to the vehicle, passengers and cargo, paying particular attention not to overload the roof rack or the vehicle.
- Ensure that fuel levels are kept high at all times and that at the end of the shift the vehicle has no less than half a tank of fuel.
- MUST have the expertise of defensive driving and be alert at all times while driving.
- Update vehicle log book for trips and accurately recording the mileages.
- Perform any other logistic, transport, and technical services as may be required or assigned
- Liaise with the Logistics officer in regards to the condition of the vehicle and advice the office on the purchase of relevant spare parts
- Perform any other duties assigned to him by either the Logistics Officer or the Head of Operations.

### **Safety.**

- Remain with the vehicle at all times for the security of the vehicle and to answer VHF & HF radios is any or his/her phone calls when called upon.



- When there is more than one vehicle travelling together in convoy, ensure that you don't lose sight of the second vehicle to enable you to stop if you notice a problem with the other vehicle.
- Always travel at a safe distance from the vehicle in front of you
- Ensure vehicle is parked always exit facing.
- Ensure that there is a first Aid kit in the vehicle at all times, and report all incidences in the log book and report to the logistics officer.

**Experience and Qualifications:**

- Secondary school qualification is required.
- Must have a valid South Sudanese driving License
- Minimum of 5 years progressive experience in driving and preferably with an INGO.
- Basic knowledge of motor vehicle Mechanics.
- Fluency in English Language and Juba Arabic.
- Excellent inter-personal skill

**We offer:**

ZOA Dorcas offers the opportunity to become part of a growing International NGO with a dedicated team of professionals. ZOA Dorcas offers a suitable pay and benefits package that is justifiable to our donors. Furthermore, you will be offered an initial 12 month contract. Depending on continued funding, your performance and fit with the organization and staff, the contract may be extended.

**Information and application**

Interested and qualified candidates are kindly invited to send a cover letter and resume (both in English) no later than **6th November 2024** to [recruitment.southsudan.wau@zoadorcas.ngo](mailto:recruitment.southsudan.wau@zoadorcas.ngo) or hard copies of your application to ZOA- Dorcas office in Juba, located at Hamza-inn, plot no 04, Block G VI, 2<sup>nd</sup> Class, May Street, Jebel Nyoka, Juba Town, South Sudan In your cover letter please reflect on your motivation for wanting to become part of ZOA-Dorcas, being a Christian organization.

Only shortlisted candidates will be contacted. Due to the urgency to fill this role, applications will be reviewed on a rolling basis. Should you wish to apply for this post you are kindly advised to submit your application as soon as possible.

**Note:**

**This position is for South Sudanese Nationals ONLY.**

ZOA Dorcas is an Equal Opportunity Employer. **For this position, women with track record of driving experience are encouraged to apply.** Human dignity is central to our work, and we look for candidates that adhere to our core values: We are People Centered, Good Stewards, Faithful and We Serve with Integrity. ZOA Dorcas is committed to the protection of children and adults from (sexual) exploitation and abuse and has **Zero Tolerance** in case of breach of our code of conduct. ZOA Dorcas staff are expected to uphold these values and share our commitment. ZOA Dorcas will perform due diligence checks for this vacancy.

*All staff are required to sign and adhere to the ZOA Dorcas Code of Conduct including Child Safeguarding (following guidelines of PSEA - Protection against Sexual Exploitation and abuse). Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.*

