
VACANCY ANNOUNCEMENT

I. Position Information	
1. Job Title:	Driver
2. Type of Contract	National (South Sudanese National only)
3. Duration of Assignment	One year (renewable based on satisfactory performance and availability of funds)
4. Duty station:	Headquarter of National Revenue Authority-Juba
5. Starting date:	April 2021
6. Funding Agency	The African Development Bank Group
7. Host Agency/Host Institution	National Revenue Authority

Purpose of the job: To provide efficient and effective maintenance of the office vehicle and to facilitate safe transportation of the Commissioner General of South Sudan National Revenue Authority

I. Summary of Duties and Responsibilities:

The National Revenue Authority Driver provides reliable and safe driving services to the Commissioner General of South Sudan Revenue Authority (NRA) and ensuring the highest standards of discretion and integrity, sense of responsibility. The Driver also demonstrates the National Revenue Authority through the NORMA-SS Project-oriented approach, courtesy, confidentiality, tact and ability to work with people of different national and cultural backgrounds. Additionally, s/he drives the office vehicle for transporting authorized personnel and delivery/collection of mail, documents, office supplies and other items for the South Sudan National Revenue Authority.

II. Scope of Work

Stationed at the Headquarter of the South Sudan Revenue Authority in Juba, and under the supervision of the Executive Office Manager, the Driver will coordinate his work with the Office Assistant and ICT Specialist of National Revenue Authority.

III. Key Responsibilities.

- Meeting and assisting project staff and visitors when required to travel both inside and outside Juba.
- Ensures thorough and accurate maintenance of daily vehicle logs for all trips undertaken, provision of inputs to preparation of the vehicle maintenance plans and reports;
- Request fuel to the vehicle and prepare monthly and quarterly fuel consumption report.
- . Ensure that the vehicle under his care is washed and cleaned regularly.
- Ensures timely reporting on vehicle insurance, vehicle registration, vehicle logs and inventory, first aid kit, and necessary spare parts in the vehicle;
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident;
- Assists in photocopying and maintaining file archives when required.
- Assists in the courier and mailing distribution of documents as required;
- Adhere to all country safety requirements particular to the vehicle, and staff.
- Undertake basic servicing of vehicle by routine checking of oil, brakes, etc.
- Report and ensure that preventive maintenances on the vehicle are undertaken.
- Monitoring breakdowns and reporting to the Project Administrator so that corrective action is taken.
- Ensure that vehicle is parked in secure places when not in use.
- Undertake any other duty that may be assigned to him by the supervisor or

IV. Key Performance Indicators.

- Project staff and project visitors and consultants timely received.
- Daily vehicle logs accurately maintained for all trips.
- Fuel requests timely made and quarterly and monthly report fuel consumption undertaken.
- Project vehicle tidily kept at all times.
- Timely report rendered on vehicle insurance, vehicle registration, vehicle logs toolkits and spare parts.
- Closely followed rules and regulations from the authorities in case of accidents.
- Supported the project team in mail delivery and photocopying.
- Vehicle basic service and maintenance regularly and timely undertaken.
- Vehicle breakdowns promptly reported to the supervisor for corrective actions.

- Project vehicle always parked in safe locations when not in use.

V. Working Relations and Reporting Arrangements

The Driver works in close collaboration with Executive Office Manager, Office Assistant and ICT Specialist of South Sudan Revenue Authority as well as other key stakeholders.

VI. Minimum Qualification and Other Requirements

a) **Education Level:** Secondary School Certificate with basic mechanical Experience.

b) *Specialized Training /Professional qualifications:*

Excellent knowledge and Proficiency in driving, with valid driving license and Certificate of good Conduct. Training and Certificate in Defensive Driving is a must.

c) *Other Competencies/ abilities and skills required:*

Good interpersonal skills, must be a team player, polite, respectful and ability to Communicate and understanding of English and Arabic Languages is a must.

VII: Application Procedure

Expressions of interest and updated CV together with the copies of academic Documents must be delivered or e-mailed to the address below by **05th March 2021, 3.00PM South Sudan Local Time.**

Attn: Mr. Emmanuel Michael Elisa-Project Coordinator,

AfDB Project Coordination Unit

Ministry of Finance and Planning

Ministry Complex,

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