

AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan



JOB VACANCY
WORKSHOP SUPERVISOR – (1Post)

Background:

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities and bridges the humanitarian–development divide to sustainably improve their well-being and standards of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced persons and host communities.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

Context:

As AAH-I continues with its humanitarian logistics operations in Ruweng Administrative Area, its portfolio has increased and now undertaking management of WFP Food Warehouse management in the in Yida, Ajoung-Thok and Pamir in support of the food provisions for refugees and IDPs.

JOB TITLE: Workshop Supervisor – (1 Post)

Reports to: Workshop Manager /Field Officer

Liaises with: Workshop Technicians /Fuel Officers /Operations Officer

Supervision: Directly supervise and technically guides Auto Mechanics and Assistant technicians

Duty Station: Malakal – Upper Nile State

Contract: Fixed term – TBC

Job Summary

The **Workshop Supervisor** in charge of Mechanical Workshop reports to the Workshop Manager will be responsible for ensuring workshop capacity, proper supervision, staff motivation and technical guidance on fleet maintenance and repairs to the team leaders, mechanics and assistant mechanics. The incumbent will supervise, plan, schedule, perform and direct the day to day operations of repairs and corrective maintenance of Vehicles/boats/Generators/ACs and related mechanical equipment to meet operational needs of clients. S/he will be responsible for monitoring controlling repairs/maintenance by detailed inspection of the work ensuring cost effectiveness and high standard of service.

II: TASKS AND RESPONSIBILITIES.

Working in collaboration with Field Officer /or Area Manager, the **Workshop Supervisor** will be responsible for;

R 1: Workshop Supervisory & Operations

Organize, allocate, perform and supervise the daily workload at Auto Mechanics for Service repair workshop. Ensure technical team effectively carries out planned/scheduled maintenance on all Vehicles/boats/Generators/ACs and related mechanical equipment to maintain them in the excellent working condition, reduce maintenance costs, and optimize the life of vehicles, Generators, Motorcycles and equipment for operational reliability. To provide timely reports as required.



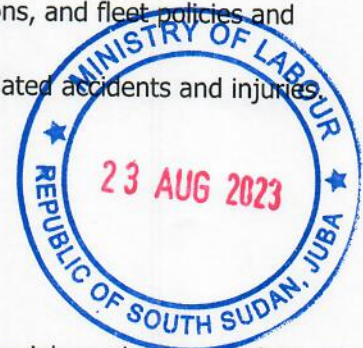
- 1.1 Ensure that all Vehicles/boats/Generators/ACs and related equipment meet the standard safety requirements thereby ensuring operational reliability and follow the general safety procedures in order to prevent personal injury or damage to vehicles/equipment during maintenance and other technical activities.
- 1.2 To organize and assign repair tasks to appropriate personnel and supervise repair and Maintenance section to guarantee a good quality of service and repairs on all vehicles/generators and other equipment belongs to the organization.
- 1.3 Supervise the daily usage of Spare Parts and Request / ensure the proper utilization of spare parts and ensure that parts are fitted accordingly and correctly in timely manner.
- 1.4 Coordinate the workshop sections work / Report on the work performed by the mechanics (Mechanics Time Sheet). And on completion of work, put down total time consumed during repairs and should be reflected to the individual job cards
- 1.5 Maintain close liaison and communicate to workshop manager the future need for various spare parts and material required for vehicle/equipment maintenance and technical activities in order to ensure stock levels are up to date.
- 1.6 Ensure safety of personnel and property is maintained and work-related hazards are minimized. Emphasis on fire control and prevention.
- 1.7 Be responsible for preparing a weekly report and analysis on fleet maintenance and share with the workshop Manager accordingly.
- 1.8 Prepare quarterly Maintenance Schedules for all mobile services or every three months.
- 1.9 Organize maintenance operations to minimize down time and meet the urgent operational requirements and customer needs.
- 1.10 Ensure that all maintenance and repairs of vehicles and equipment are carried out in accordance to the manufacturer's specifications.
- 1.11 Undertake responsibilities of road testing, equipment testing and certification of repair conclusion of all vehicles and equipment.
- 1.12 Encourage quick response among all staff to counter vehicle breakdowns.
- 1.13 That the maintenance services are up to market standards and in compliance with statutory requirements. The service shall not only meet its purpose, but also be performed in an appropriate manner and with good craftsmanship.
- 1.14 Responsible for staff discipline at all times in the Repair and Maintenance Department. Playing and using derogative or abusive words to insult other staff members are considered prohibited.
- 1.15 -Establish a strong working relation with the Workshop Manager, Reception & Inspection Officer, Store Keeper, and Mechanical Section Heads.

R 2: Quality Control and Workshop Safety.

- 2.1. Control used disposal, storage while handling of hazardous materials routinely used in fleet service operations to prevent environmental contamination and damage.
- 2.2. Observe occupational Safety and Health Administration (OSHA) regulations, and fleet policies and procedures pertaining to the safe performance of fleet service operations.
- 2.3. Manage workshop arrangements and equipment to minimize on work related accidents and injuries.
- 2.4. Final Inspection of all repairs undertaken to avoid repeat work.

R 3: Staff Training and development

- 3.1 Ensuring a two-way dialogue, encourage and support innovations.
- 3.2 To train staff in sharing responsibility through enhanced teamwork.
- 3.3 Delegate duties to staff, develop growth and monitor performance.
- 3.4 Identify staff training needs in order to enhance professionalism, increase job productivity and growth of all staff under his/her supervision.
- 3.5 Ensure sufficient training is provided to the employees in order to perform their duties properly.
- 3.6 Liaise with sector head to ensure that recommended training are carried out, subject to availability of funds.



R 4: Key functions and accountability of this role include.

- Allocation of jobs appropriate to the service personnel keeping in view the nature of repairs and mechanical abilities.
- Liaising with parts department to ensure timely availability of parts for repair works and reports discrepancies on parts and vehicles/ equipment to enable corrective action if required.
- Ensure that repairs are conducted in accordance with prescribed standards and specifications. Facilitate quick response to customers on site and handle emergency breakdowns when required
- Prepares accident assessment quotes and final costs for all repair works and reports discrepancies on parts and vehicles /equipment to the Workshop Manager.
- Hand over the Job Card with annexed documents (including Job Codes and report of hours) to the Reception & Inspection Officer, for the completion of the quality control and security test.
- Will add up repairs on the job order any defect found on the vehicle that are not included on the original service request for record purposes.
- Evaluate Mechanics work performance (minimum once a year, together with the Workshop Manager and Section Heads). Discipline staff as per organizations policy and procedures.
- Responsible for the security in the Repair and Maintenance Department. Impose safety shoes and working clothes to mechanics and specific protections when required: gloves / glasses. Limit unauthorized person or guest access to service section for safety reasons.
- Ensure the availability and proper utilization of tools and equipment to be utilized by the mechanical sections. Conduct tools check after every 2 months to ascertain availability, loss, misuse and the need for replenish.
- Inform the Manager immediately of any fact that can cause adverse serious impact on the Repair and Maintenance work or security of the vehicle users in the workshop premises.
- Evaluate Mechanics work performance (minimum once a year, together with the Warehouse/Workshop Manager and Section Heads). Discipline staff as per organizations policy and procedures.

R5: REPORTING

- Regularly update Field Officer and Workshop Manager on matters pertaining to the workshop, so that s/he can readily give necessary information concerned parties.
- Uphold AAH-I image and integrity by guiding staff in dealing honestly with donor agencies, the government of South Sudan, and partner agencies.
- Ensure all correspondence received are replied to and feedback given to the author with a copy to the Sector head.
- Data Entry to ERP system (Job cards and closing)
- Prepare the weekly and monthly, Situational reports on fleet maintenance and submit to Field Officer and Workshop Manager.
- Prepare timely accident assessment reports upon requisition.
- Update handover forms while receiving new assets from customs.

Qualifications and Skills Requirements and Experience

Essential

- Diploma in Mechanical Engineering or /Advance Auto Technician Certificate /Craftsmanship or equivalent
- Minimum of 3 – 5 years' work experience and working knowledge of Auto Mechanic service e.g. electrical wiring, engine repairs, Arc Welding and body fabrication (panel beating, spraying, painting etc)
- Experience in service and management of Trucks and buses and Heavy Plant machinery e.g. Excavators, tractors, backhoes, bulldozers, cranes, and forklifts.
- Familiarity and working experience of logistics and warehouse management of spare parts and auto-consumables.
- Computer literate with good working knowledge of ICT and MS Package (e.g. email, internet, Excel)
- Ability to operate technologies used such Diagnostics toolkit for heavy trucks.
- Good discipline and workplace values of punctuality and Integrity
- Willingness to up skill as required by the tasks to be performed
- Ability to work extra-hours if need be.



Desirable

- Commitment to and understanding of AAH-I's vision, mission and values as well as AAH South Sudan strategic plan
- Appreciation of the aims and objectives of AAHI.
- Willingness to travel and work in remote areas of South Sudan.
- Knowledge and experience of working in South Sudan will be an added advantage.
- Very enthusiastic and able to work extra hours to achieve the objectives of the programme.

Language Requirement: Fluency in English and Arabic.

Safeguarding

- Children and vulnerable adults who come into contact with AAHI as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within AAHI

- Alongside our safeguarding policy, AAHI is an equal opportunities employer and has a set of integrity policies.
- Any candidate offered a job with AAHI will be expected to adhere to AAHI's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and acceptable behavior protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
Report any concerns about inappropriate behavior of AAHI staff or partner.

APPLICATION INSTRUCTIONS

AAH-I is an equal-opportunity employer. Interested candidates should submit the following;

- Application addressed to the HR Manager AAHI South Sudan and position clearly indicated on the envelope
- Application should be complete with;
 - Cover letter and CV (with 3 reference contacts)
 - Plus photocopies of key documents (*National ID, Academic Certificates and Relevant work certificates*)
- Hard copies applications can be hand delivered in sealed envelope at the AAH/UNHCR Logistics Base in Juba Town (next to South Sudan Customs office).
- Online Applications should be emailed to recruitss@actionafricahelp.org; and Job Vacancy in the Subject

DEAD LINE:

All applications must be submitted latest by **Monday 11th September 2023 COB (4.00PM)**.

KEY CONSIDERATIONS.

Please take note of the following considerations

- **This position is for Sudanese Nationals Only.**
- **Female candidates are highly encouraged to apply.**

