



# ACTION FOR CHILDREN DEVELOPMENT FOUNDATION SOUTH SUDAN

## ACTION FOR CHILDREN DEVELOPMENT FOUNDATION-SOUTH SUDAN VACANCY ADVERTISEMENT

50.11.3  
Approved by  
A/Director  
Lobos



### ORGANISATION BACKGROUND

Action for Children Development Foundation- South Sudan (ACDF-SS) is a National and non-Profit making NGO duly registered and operating in South Sudan since 2005. ACDF works with Communities to provide timely, holistic, and sustainable lifesaving humanitarian and development Services amongst the most vulnerable communities in South Sudan, in the thematic areas of Child Rights Governance, Food Security & Livelihoods, Education, peace building, WASH, TVET and Sexual and Gender Based Violence. ACDF-SS Head Office is in Northern Bahr El Ghazal State (Aweil) particularly based in

Aweil East county Wanyjok with Liaison offices in Juba (Thongpiny along the airport road) and Different field offices in Rumbek Lake State and Bor Jonglei State, Ruweng and Wau- Western Bar El Gazhal State.

ACDF-SS is seeking to recruit:



Position; **Driver**

Report; **Liaison and support officer**

Location; **Juba- Central Equatoria State**

Number of positions; **1 (one)**

Starting date: **As soon as possible**

Posting date: **19<sup>th</sup> June, 2025**

Deadline: **08<sup>th</sup> July, 2025**



#### **PURPOSE OF THE JOB:**

- Drives staff to field locations and coordinate programs being carried out by Liaison Office
- Arrive at destinations on schedule
- Fulfill administrative needs, like office pickups
- Research and plan for traffic, construction and weather delays
- Use navigation applications to determine the best route
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date
- Receive and deliver staff from head office and other field locations to office.



#### **Education, Experience and Skills**

- Senior Four Certificate, driving certificate and a valid driving license
- 3-5 years' of experience driver in INGO or NNGO or any other reputable organizations.
- Ability to drive in highly congested urban centers like Juba City.
- Great interpersonal skills
- Good English oral and written communication skills

#### **How to apply**

1. Applicants are required to attach recent updated copy of CV and cover letter

Including the copies of academic documents, driving licenses and driving certificate to [hr.admin@acdf-ss.org](mailto:hr.admin@acdf-ss.org) or hand delivery to Juba Liaisons at Rock City opposite new American Embassy.

2. Hand delivery application can be submitted to Action for Children Development Foundation

South Sudan liaison office, In Juba at Rock City opposite New American Embassy.

3. Any suitable applicant is required to submit a copy of updated CV, cover letter and other relevant documents with detailed personal information including active contacts.

4. The position is open only to South Sudanese nationals only

5. Female candidates are strongly encouraged to apply

6. Only short-listed candidates will be contacted



**The office is located at Rock city Road opposite New American Embassy that is under construction, through Bawaba Lou after Dar Petroleum**

**Or call Number 0926678026**