



MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan

VACANCY – DRIVERS (2 POSITIONS)
POSITION IS ONLY OPEN TO SOUTH SUDANESE NATIONALS –BOTH INTERNAL AND EXTERNAL CANDIDATES

Employer: Mines Advisory Group (MAG)
Department: Fleet Department
Reporting to: Fleet Administrator
Base Location: Juba South Sudan
Working Area: South Sudan

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Drivers** for its operations.

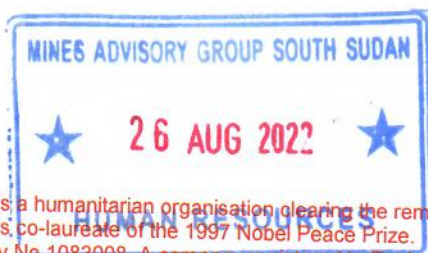
Summary of the Position

Overview of role: The drivers will be responsible for the safe transportation of MAG staff, visitors, equipment and other materials as required, and to ensure vehicles are clean, well maintained and fit for travel.

This is a Juba base position and will be part of a MAG project that carries out activities in communities affected by landmines across the country. The applicant must be willing to work and travel to other parts of South Sudan when required.

Principal Responsibilities:

- Drive MAG staff members safely to various destinations as required
- Perform minor mechanical repairs on vehicles as required and ensure that the assigned vehicle is kept in top mechanical condition
- Ensure that self and passengers use available seatbelts at ALL times
- Drive in a manner that respects the other road users and ensures maximum life span of the vehicle
- Travel only along roads and tracks that are known to be well used by vehicular traffic and free from mines.
- Ensure that the vehicle is ready for use (fuelled, clean, maintained) at all times
- Ensure that the vehicle and its contents are kept secure (i.e. locked doors, closed windows)
- Discuss necessary fuelling, maintenance and servicing activities with the TFM, TL and the Vehicle Fleet Manager, or other appropriate MAG staff in good time
- Record details of each journey, any refuelling and repairs or maintenance in the vehicle log book on a daily basis
- Ensure that the necessary documentation, in addition to emergency and repair equipment is carried in the vehicle at all times
- Communicate with the base using the vehicle HF radio



Shared responsibilities

All staff members are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Selection Criteria:

- Must have valid driving licence (Private/General) and have been driving for at least 3 years
- Must have some vehicle mechanical skills
- Mechanical knowledge
- Good command of English and Juba Arabic
- Honest, helpful, reliable and punctual
- Basic literacy (able to complete driver log book)

Essential Skills and Knowledge

- Effective verbal and listening skills and the ability to communicate
- Good level of written and spoken English

Essential Aptitude

- Ability to work independently with initiative and a solution orientated approach
- Self-motivated, flexible and enthusiastic approach to work
- Determined to high quality standards





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Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

How to apply

Qualified and interested candidates should submit a cover letter with a CV (must have at least 3 referees with the recent employer, email and telephone contact), copies of academic certificates and Nationality ID card to:

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 4th September 2022, addressed to the: Human Resources Department, MAG South Sudan, Juba. Due to the high demand of these positions' application will be reviewed on daily.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews and **DO NOT MAKE ANY PHONE CALL**

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

*All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing), if you have any concerns in this area these should be reported to MAG Country Director ASAP.***



MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.
MAG is co-laureate of the 1997 Nobel Peace Prize.
Charity No.1083008. A company registered in England and Wales No 4016409.