



Vacancy announcement

Title: Driver

Location: South Sudan

Team/Division: Programme Development and Implementation

Application deadline: January 30th, 2025

Working hours: full-time (40h/Week)

Salary level: BG 03

Entry date: Immediately

About CBM

CBM (registered as CBM Christoffel-Blindenmission Christian Blind Mission e.V.) is an international development organisation committed to improving the quality of life of persons with disabilities in the persons communities of the world. Based on our Christian values and more than 100 years of professional expertise, we address poverty as a cause and a consequence of disability. We work in partnership to create an inclusive society for all.

About the role:

We are looking for a Driver to join our Country Programme Team. Reporting to the NTD Finance Officer, the incumbent will provide chauffeur services at the representational level including knowledge of travel, customs and protocol issues.

The position is only filled locally in CBM South Sudan. Contractual conditions of the country will be applied. An expatriation is not intended.

These are your responsibilities

Driving

- Drive staff members and official visitors for project-related trips, activities and assignments as requested.
- Facilitate the transfer of project visitors to/from their respective hotels to the office as well as airport transfers upon request.
- Induct staff on vehicle SPOs before embarking on a field mission; ensure that passengers adhere to the traffic rules and regulations.
- Maintain an up-dated record of the logbook (mileage, destinations, maintenance) for each trip in the book provided.
- Acts as interpreter when carrying passengers who do not understand the local languages and whenever required.
- Uphold and abide by the vehicle policy and local traffic rules and standards.
- Ensures that all vehicles assigned are serviced and properly checked before undertaking a long drive.
- Ensure that the steps required by rules and regulations are taken in case of involvement in an accident.



- Present proper receipts on any expenditure incurred on their vehicle to the officer in charge.
- Submit a written report if any damage is done or noticed on the vehicle.

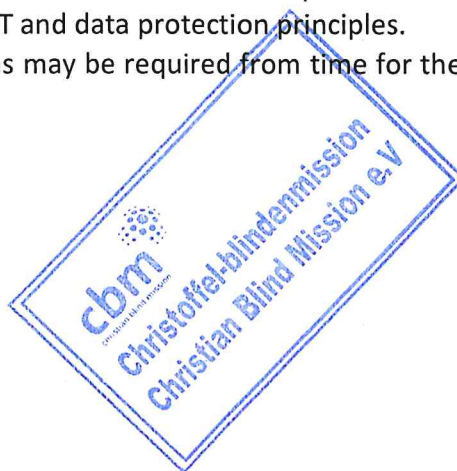
Vehicle Management:

- Assist in the preparation of a weekly travel schedule for staff in consultation with the administration team; ensure all vehicles have accessories, submission of status reports, maintenance, fuel, vehicle cleanliness and general observation of SOPs.
- In liaison with the line supervisor, ensure that the licenses are up to date and that vehicles are well maintained and services on time as the need arises.
- Ensure that all vehicles are fitted with the necessary security apparatus.
- Responsible for the day-to-day maintenance of the assigned vehicle, checks oil, water, battery, brakes, tires, etc. Performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean.
- Ensure availability of all the required documents/supplies including insurance, vehicle logs, map of the city/country, first aid kit, necessary spare parts are in each CBM vehicle.

Other general operation:

- Collects and delivers office mail and other correspondences, goods or supplies as required.
- Support in lodging and follow up on official documentation with appropriate government entities such as visa applications etc.
- Receive all utility bills and present to the finance officer for processing in a timely manner.
- Conduct bi-monthly checks on the functionality of the office property, vehicles, generator, and communicate on any aspects that require further attention.
- Assist in tagging of office assets and in updating of the asset and inventory registers as required.
- Participate in periodic inventory verification under the guidance of the finance officer.
- Comply with all safety and health procedures and requirements at CBM and always ensures your own safety and health and that of other persons who may be affected by your acts or omissions at CBM.
- Carry out role -specific responsibility to safeguard children and adults at risk (as guided by CBM's respective policies) in programme.
- Ensure that all activities conducted within scope of work or as an employee with CBM comply with the IT and data protection principles.
- Carry out other tasks as may be required from time for the smooth running of the function.

These are your qualifications



- A high school certificate, a diploma in relevant field is an added advantage
- At least 2 years of related work experience, particularly with international NGO preferred.
- Minimum of 5 years driving experience in the capital city and various major towns in country.
- Valid Driving Licence.
- Basic mechanical skills certificate is an added advantage.
- Excellent knowledge of local driving rules and regulations, traffic laws, a good knowledge of the city and alternate route to enable quick access.
- Certificate of Good conduct from the police.
- Effective communication skills: with the ability to integrate into a multi-cultural environment.
- Track record of acting with integrity.
- Able to work independently, and as a member of team.
- Ability to work efficiently handle a range of tasks concurrently to meet different needs and deadlines.
- Willingness to travel.
- Willingness to adhere and commit to CBM's code of conduct, CBM Values and safeguarding policy.

What we offer

- A meaningful position with a lot of creative freedom in the world's leading organisation in the field of Disability Inclusive Development.
- A fair salary and other social benefits based on the local conditions in the country you apply for.
- An approachable, agile organisation with self-reliant people in a diverse and collegial team and great team spirit.

How to apply

Please send your application documents (a letter of motivation and an updated CV in English) to jobs-816@cbm.rexx-recruitment.com.

We look forward to receiving your application!

We would like to further promote diversity in our teams and therefore welcome applications from people of different ethnic and social backgrounds, religions and world views, different ages and genders, and especially from people with disabilities.

* Suitability is decisive, gender is irrelevant!

