

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



**JOB VACCANCY**

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard 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 people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

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.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of **Truck/Bus Senior Driver** to be based in **Maban**.

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<b>Position:</b>	<b>Truck/Bus Senior Driver</b>
<b>Number of Posts:</b>	<b>01</b>
<b>Reports to:</b>	Warehouse Officer
<b>Staff reporting to this post:</b>	Drivers
<b>Liases with:</b>	All Section Heads, Admin Assistant, Warehouse Officer and Security Guards
<b>Duty Station:</b>	Maban

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**Job Summary**

The driver is expected to drive the allocated vehicle for approved trips during approved driving hours. He is responsible for maintenance, cleanliness and security of the vehicle as well as the safety of the cargo and the passengers in board. Must report the vehicle incident to the line manager immediately.

**Duties & Responsibilities**

- Drive Truck/bus for transportation of goods, refugee/returnees and other persons or cargo authorized by the office.
- Responsible to keep truck/bus including the light vehicles to the highest standard by observing the maintenance interval.
- Carries out daily inspection of the truck/bus on his custody before starting the engine, check leakages lubricant and water levels, check wheels and tighten all bolts and nut.
- Undertake minor repair/maintenance of the truck and always avoid idling and over speeding.
- Ensure that any dysfunction in the truck/bus is immediately reported to the logistics/field officer.
- Complete the truck's logbook correctly and conscientiously in accordance with AAH-I and respected partners.



- Clean the interior and exterior of the trucks regularly. Such as before and after used/loading/offloading.
  - Reports need for service, including minor accident, damage, loss or theft of fittings.
  - Complying with security measure set for by the office while working or during the operation.
  - Respect speed limit while driving in the town and always to be on radio communication channel.
  - Any non-authorized modification of truck's tachometer will result into termination, this applies also in case of truck's fuel stealing and none authorized cargo loading.
- Assist with any other work assigned by the office.

#### Expected Results

- Comply with all the truck/bus & vehicle driving rules, policies and regulations.
  - Confirmed to be the best driver among the team member.
  - Safeguard the cargo and persons on the board.
  - Observes the highest maintenance standard and cleanliness of the truck/bus assigned.
  - Truck tools as well as all official documents are kept properly.
- Clearly fill the truck/bus log book correctly and conscientiously in accordance with AAH-I standard.

#### Qualifications

- Completion of basic/Secondary school certificate education.
- Hold valid driving license.
- Minimum 5 years of professional driving experienced referable in a similar organization.

#### Skills and competencies

- Good knowledge in basic English Language.
- Discipline and punctuality.
- Resilience and patience.
- Familiarity with all the vehicles and trucks he supposed to drive in the pool, roads, and the region.
- Good knowledge of South Sudan traffic laws.
- Excellent inter-personal and communication skills.
- Ability to take initiative and work independently.

Commitment to understanding of AAH-I's vision, mission and values.

### **APPLICATION INSTRUCTIONS**

**AAH-I is an equal-opportunity employer.**

**Interested candidates should address their applications to;**

- The HR Manager AAHI South Sudan and position clearly indicated on the envelope or email subject line;
- Hard Copy Applications can be hand delivered in sealed envelope at the AAH/UNHCR Logistics Base in Juba Town or submitted via email at [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org)
- Please submit a complete application (*including Cover letter + CV + 3 referees, and photocopies of Nationality ID, Academic certificates & recommendation letters*).

**Deadline:** All applications must be submitted latest by **30<sup>th</sup> November 2022 COB (4.00PM)**.



**Consideration:** Please take note!

- *This position is a National level position*
- *Female candidates are highly encouraged to apply.*
- *Applications without the required attachments will be disregarded!*
- *Due to high volume of applications, only shortlisted candidates will be contacted.*

