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Approved  
20/3/2024

**JOB ADVERTISEMENT**  
**Driver**  
**South Sudan**



CAFOD, one of the UK's leading international aid agencies, is currently looking for Driver to be based in Juba with some travel to field. This position is open to South Sudanese nationals only.

**Job Profile.**

To be responsible for driving staff and visitors as required in local urban areas and on field visits as required.

- Responsible for the upkeep and general repair of vehicles.
- Assist in administration tasks such as necessary.

**Accountability**

- The post-holder reports to the Logistics Coordinator.
- The post-holder does not have any line management responsibility.

**Key Responsibilities**

**Responsible for driving staff and visitors (as required) (75%):**

- Drive CAFOD's vehicle as instructed with good level of care and attention, taking note of the condition of the vehicle and the road condition, ensuring the safety of the vehicle, passengers, and other road users.
- Driving CAFOD staff and visitors for field visits
- Report any issues (Traffic Jams, and Roadblocks) affecting security and road access to the line manager immediately.
- Reporting any accidents or serious near misses to line manager
- Complete the vehicle log sheet correctly including date, name, destination and odometer for each trip made on departure, arrival, and record details of each journey, any refuelling and repairs.
- Ensure that seatbelts, where available, are worn at all times by the driver, and all passengers.
- Ensure that relevant policies and procedures are adhered to all times in relation to vehicle safety and driving standards.

**To ensure upkeep and general repair of vehicles (15%):**

- Responsible for vehicle security and general upkeep and arranging maintenance as required.
- Checking due date for service and delivering and picking up vehicles to and from service.
- Maintain assigned vehicles in good running order, ensuring they are clean both interior and exterior to look presentable, and ready for use at all times.



- Complete daily inspection of vehicles (tyres for pressure, oil level, water radiator level, indicators, spare wheels, and general body conditions) and notify your line manager immediately of any faults, repairs, problems or other matters concerning vehicle operations which require attention.
- Reporting any malfunctions, accidents and repairs to Line Manager.
- Ensuring that car kits have all contents before departure.
- Refuelling of all vehicles as instructed by the Line Manager.
- Checking all vehicles are locked before leaving at end of day and secured as needed when travelling.

**Other tasks (10%):**

- Delivery of documents and letters around town and paying bills as requested by the line manager.
- Carrying correspondence and cash between the office and banks / other offices, taking all due care and precaution. Minor purchasing as necessary, particularly in procurement of office supplies.
- Assist with loading and unloading goods from the vehicle as and when required.
- Carry out duties in adherence to Security Policy.

**Job Specific Competencies**

- Must have valid South Sudan driving licence (Private/general).
- Minimum of 5 years work experience in Juba and other states in South Sudan.
- Excellent understanding of CAFOD security procedures in South Sudan.
- Ability to work with all staff to ensure smooth running of the office
- Fluency in English and Juba Arabic.

**Contract Duration:**

- Two years subject to availability of funding.

**To apply:** If you identify with this profile, we would love to hear from you.

- Please download our application form, from NGO Forum website as attached with this advertisement and send your application form through email to [southsudanjobs@cafod.org.uk](mailto:southsudanjobs@cafod.org.uk) with subject line clear marked as Driver.
- You can also apply through our e-recruitment platform using the link below, [https://cms.changeworknow.co.uk/cafod/cms/positions/position\\_openings/1658](https://cms.changeworknow.co.uk/cafod/cms/positions/position_openings/1658)
- Hard copy application with Completed application form can be delivered to our office at Plot 19, Block XIII Hai Malakal in sealed envelope with subject line clearly marked as Driver, addressed to HR- Department, at CAFOD & Trocaire in Partnership South Sudan. (All application should be drop in our safe metallic box in the security reception, after candidate registration with the Security)

**Please use one of the above options only to submit your application form.**

**Closing date: 14<sup>th</sup> April 2024, at 4:30pm.**



*Come and join us and help make a real difference in the lives of the world's poorest communities.*

CAFOD is an equal opportunity employer. Recruitment and selection procedures reflect our commitment to Safeguarding for Children and Vulnerable Adults.

CAFOD recognises the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and a duty of care and respect.

Any candidate offered a job with CAFOD will be expected to adhere to CAFOD's Safeguarding policy and sign CAFOD's Code of Behaviour as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

All offers of employment will be subject to satisfactory references, and appropriate screening checks can include criminal records and terrorism finance checks. CAFOD also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

