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Approved
25/01/2022

CIDO
Community Initiative For Development Organization

MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN, JUBA
25 JAN 2022

RELIEF & REHABILITATION COMMISSION
Approved on 25/01/2022
OFFICE OF REGISTRAR GENERAL
REPUBLIC OF SOUTH SUDAN

JOB ADVERTISEMENT-
CIDO/VACANCY NO. JUB/2022/01-V-D

Job Title: Driver (**1 Positions**)

Location: Juba

Duration: 6 months

Reports to: Finance & Admin Officer

Start date: ASAP

Eligibility: South Sudanese National Only

Community Initiative for Development Organization (CIDO) is a non-partisan, non-profit making organization conceived in 2013 and formally registered in South Sudan in 2016 to support local solutions on critical areas of social and economic development. The agency places emphasis on promotion of Peace and peaceful co-existence among communities as the benchmark for socio-economic prosperity. CIDO implements Protection, Women Rights and Empowerment, Education, Human Rights, Health and Nutrition Projects.

CIDO is looking for a suitable candidate to fill the position of driver.

Job overview

The purpose for this position is to support the program logistical aspect of movement by driving the vehicle of CIDO within Juba and with travels to field locations. The incumbent will be required adhere with CIDO asset policy alongside CIDO vehicle management procedures and report to Finance and Admin officer in Juba.

The person will hold the following responsibilities:

1) Drive motor vehicle to transport CIDO staffs and cargo/supplies to designated locations in Juba, South Sudan.

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2) Undertake routine and preventive maintenance of motor vehicle by checking and topping-up the level of petrol, oil, water, battery electrodes and tyre pressure before operating the vehicle.

3) Clean and polish the vehicles every morning before driving and evening on parking, change tyres as well as make minor repairs or adjustments.

4) Perform miscellaneous errands such as collecting and delivering mail and other items as well as buying goods, supplies and consumer items.

5) Load and offload baggage, goods and other material supplies with due regard to the safety of other people.

6) Observe traffic and safety precautions, motor vehicle accident and traffic violations. In addition, undertakes first aid in case of accidents

7) Requisitioning for diesel to ensure cars do not run out of fuel below 40 ltrs in both rear and front tanks

8) Maintain records of motor vehicles daily activity showing journey, mileage, consumables and signature of authorizing officer

6) Observe traffic and safety precautions, motor vehicle accident and traffic violations. In addition, undertakes first aid in case of accidents

7) Requisitioning for diesel to ensure cars do not run out of fuel below 40 ltrs in both rear and front tanks

8) Maintain records of motor vehicle's daily activity showing journey, mileage, consumables and signature of authorizing officer

9) Submit vehicle check reports every Monday morning before 10:00HRS.

Core competencies on the position

1. a) Ability to follow detailed oral and written instructions as well as interpret and follow operating manuals and maintenance manuals.
2. b) Must demonstrate 20/40 vision in each eye and hearing capability without the use of hearing aid.
3. c) Knowledge of the country's road network in both urban and rural areas as well as ability to interpret road maps and rough hand drawn sketches
4. d) Demonstrated knowledge of first-aid applications
5. e) Ability to interpret and comply with safety codes, traffic rules and regulations.
6. f) Ability to perform safety inspections, recognize and report mechanical problems, perform preventive maintenance check (oil, and all fluid levels, tire pressure) etc.
7. g) Ability to operate vehicles in severe weather conditions, in mountainous areas or on rough steep terrain and loose surfaces such as sand, gravel or mud.
8. h) Ability to report facts concerning accidents or emergencies to hospital personnel or law enforcement officials

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9. i) Ability to load/offload heavy goods, interpret all vouchers, bill of laden, invoices to insure proper handling and distribution of supplies and materials transported.
10. j) Ability to operate vehicles at night and at times in reduced visibility.
11. k) Ability to maneuver vehicle in tight spaces, judging distance in congested positions

HOW TO APPLY:

Interested candidates should submit their application clearly marked 'Driver'' including the vacancy number should be clearly indicated above) and cover letter, C.V written in English and Nationality ID as well as copies of academic certificates and Testimonials.

Due to COVID19 pandemic, all applications should be emailed to recruitment@cidosouthsudan.org.
NOTE: If unable submit hard copies to CIDO Juba office in thongpiny near catholic university

Deadline: 14/02/2022 at 4:00 Pm CAT.

Note: Females are highly encouraged to apply and only short-listed candidates will be contacted. Application files once retained will not be returned as well as original academic documents so please submit photocopies.

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