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Approved by MoL
W. Spec for
Helle 12/4/2021

BACKGROUND:-

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of **"Together In Transformational Initiatives"** - promoting progress, peace and prosperity. The organization is registered (with the south Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 south Sudan NGO Act) We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

TITI Foundation is looking for a suitable candidate as Driver to support the team on ground and related issues in the field in Administrative department

JOB DESCRIPTION	Driver
EMPLOYER	TITI Foundation (TF)
LOCATION	Kajo-Keji
DURATION	12 months
DATE	12.04.2021

ROLES AND RESPONSIBILITIES:

- Are responsible for regular cleaning and maintenance services for the vehicle
- Planning each route based on road and traffic conditions and managing payments
- Transporting clients from airports to hotels and vice versa.
- Carrying out vehicle maintenance checks and delivering packages to customers in a timely manner.
- Picking up office purchases or other administrative needs and utilizing navigation apps to find the most optimal route.
- Interacting with clients in a professional conduct and Working sometime work on weekends.
- Maintaining an organized travel schedule, ensuring that vehicles have sufficient gas and are always ready for use.
- Arranging for vehicle repairs when necessary and updating monthly mileage records.
- Driving a variety of vehicles and maintain log sheet as per dialing records
- Collaborate with other TF staff as needed and any other duty as assigned by the supervisor.

Qualifications, Skills and Requirements:

- Strong driving record, navigation and Customer service
- Excellent communication and organizational skills.
- Strong interpersonal and problem-solving abilities.
- Familiarity with local streets, neighborhoods, and routes.



- Highly responsible & reliable.
- Ability to work well under pressure in a fast-paced environment
- Basic maintenance knowledge, Physical fitness and strength.
- Efficiency and time-management.
- Problem-solving, detail-oriented, Basic English and math's skills.
- Should have a good driving record and the correct license
- A valid driver's license and 1- 3 year driving experience.
- Extensive knowledge of the operating area.
- Excellent organizational and time management skills.
- Exceptional interpersonal skills and Good verbal communication.
- Proficiency using GPS devices

Equal opportunity employer

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other.

How to apply

Application should include updated Curriculum Vitae (CV), National ID, Cover letter and Academic documents and submit to email address titifoundationss@gmail.com or Hand delivered to Titi Foundation office in Nyakuron west, Yei road towards rock city, behind blue flag.

Closing date of application: 30/04/2021

Shortlisted candidate will be contacted remember **TITI Foundation** is an equal opportunity employer, therefore **TF** considers all applicants based on merit.

