

Approved

[Signature]

15-6-



Vacancy Announcement

**Driver
SOUTH SUDAN**

Organisation & programme information	<p>Caritas Switzerland (CACH) is an International Non-governmental Organisation (INGO) which works worldwide and adheres to international humanitarian principles.</p> <p>In South Sudan, CACH and its partners implement comprehensive recovery projects that aim for increased resilience among the target population and improved livelihoods for returnees and host communities through alternative income opportunities, natural resource management, and improved agricultural methods.</p> <p>Caritas Switzerland is currently seeking a Driver for it's office to be based in Juba</p>
Position	Driver
Reporting to	Senior Logistics & Procurement Officer, South Sudan
Workplace	Juba
Starting date	July 2023 or as per agreement
Duration	6 Months (extension desired)
Key tasks & responsibilities	<ul style="list-style-type: none"> • Responsible for transporting staff and project materials to and from various locations to enable them execute their duties strictly observing traffic laws . • Perform daily pre-trip and post trip vehicle inspection ensuring that the vehicle is operational and safe to drive • Perform minor maintenance tasks on the vehicle when necessary • Clean vehicle daily both inside and outside • Ensure periodic scheduled vehicle maintenance is completed • Ensure Caritas Switzerland vehicle carry only authorized passengers • Driving within Central Equatoria to deliver CACH project items and/or staff in different locations to enable them execute their duties. • Maintain the vehicle safe and clean and guarantee it's roadworthiness. • Ensuring mileage log book is completed for every journey and fuel consumption recorded without failure • Ensuring that all vehicle documents are available in the vehicle. • Re-fuelling the vehicle according to the systems in place. • Assisting with loading and offloading of items/materials when necessary. • Regularly checking and recording all equipment related to the vehicle. Any missing equipment should be reported to the Snr.Logistics and Procurement Officer. • Complying with all relevant Caritas Switzerland Policies • Any other assigned duties required by supervisor
Essential requirements & qualifications	<p>Education:</p> <ul style="list-style-type: none"> • Secondary school certificate • Driving school certificate <p>Requirements:</p> <ul style="list-style-type: none"> • At least 4 years of experience with INGO in a similar position • Valid South Sudan driving license • Ability to work well with people from different cultural backgrounds • Ability to work effectively as part of a team and with minimum supervision • Ability to multi-task, set priorities, and work under tight deadlines

Caritas Switzerland

South Sudan Office
Torit, Katire Road
Mission Area

Phone: +211922397470
Email; feedback.southsudan@caritas.ch
Intranet: www.caritas.ch

Doing the right thing

	<ul style="list-style-type: none"> • Basic mechanical skills an asset • Basic first aid skills • Flexible in terms of working hours • Good knowledge's of roads within Juba <p>Language:</p> <ul style="list-style-type: none"> • Fluency in spoken and written English • Fluency in spoken local Arabic • Knowledge of local languages is an asset • Well-developed logical skills,
	<p>The position is open only for South Sudanese Nationals</p> <p>Interested candidates should submit the following documents:</p> <ul style="list-style-type: none"> • Application Letter (max 1 page) • Curriculum Vitae (CV) with names and contacts of three referees who should be present or former direct supervisors • Copy of certificate(s) <p>DO NOT SUBMIT ORIGINAL DOCUMENTS</p> <p>Please <i>hand deliver</i> your application to Caritas Switzerland office at the Bishop Secretariate Juba, South Sudan, latest by 30th June 2023.</p> <p><i>Female candidates are strongly encouraged to apply.</i> <i>Only shortlisted candidates will be contacted.</i> <i>Caritas Switzerland reserves the right to cancel the recruitment process any time.</i></p>
Website	

Caritas Switzerland

South Sudan Office
 Torit, Katire Road
 Mission Area

Phone: +211922397470
 Email: feedback.southsudan@caritas.ch
 Intranet: www.caritas.ch

Doing the right thing