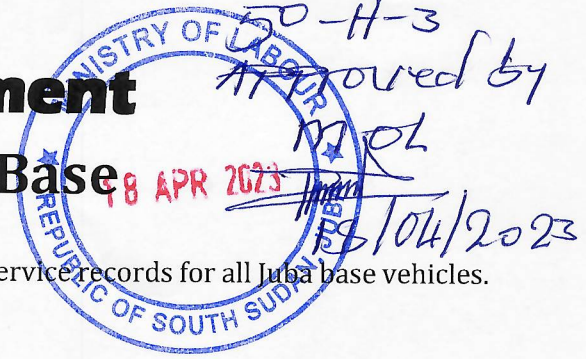




# Job Advertisement

## Lead Driver-Juba Base



**Job Purpose:** To oversee daily vehicle needs in Juba and to maintain service records for all Juba base vehicles. Fuel and spare parts management.

### Key Responsibilities

#### Fleet Coordination

- Ensure all vehicles are equipped with basic emergency kits.
- Maintain a logbook with accurate information about the maintenance, state and details of all fleet.
- Propose and organize specific planning for upgrading of fleet technical capacity in terms of equipment.
- Help identify and assess local shops where vehicles can be serviced.
- Submit mileage and fuel consumption data for vehicles to the fleet officer each month.
- Drive vehicles for Medair business purposes.
- Manage fuel and ensure vehicles are refueled weekly
- Work in hand with fleet officer to ensure spare parts are well managed

#### Driver management

- Schedule which vehicles specific drivers are to use each day.
- Coordinate daily vehicle needs for all departments by scheduling drivers' movements to/from sites in and around Juba.
- Capacity build - Conduct regular, practical, on-the-job training of driver on proper driving techniques; basic preventative maintenance; basic service procedures.
- Manage and coach Juba base drivers in a way that fits Medair values.

#### Driving

- Drive Medair staff, visitors, and project materials to and from various locations in and around Juba to support Medair programming.
- Coordinate and oversee Juba drivers.
- Liaise with all drivers to track vehicle service and repair needs.

### Person Specification/Qualification

#### **Essential**

- Full, clean South Sudanese driving license for at least 3 years.
- Minimum 3 years working as a field or base mechanic for an INGO.
- Fleet management certificate
- Fluent in both spoken and written English
- Fluent in spoken Arabic
- Experience using Microsoft suite (Word, Excel and Outlook)

#### **Desirable**

- Certificate in mechanic and other short courses related to fleet management
- Off-road and 4-wheel driving experience
- Working knowledge of Microsoft suite

**Applications deadline: 8<sup>th</sup> May 2023.**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position **to: Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping** or e-mail: [recruitment-sds@medair.org](mailto:recruitment-sds@medair.org)

