



POSITION: Driver/Mechanic

LOCATION: Juba

STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practises to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Driver/Mechanic** to be based in **Juba**.

1. JOB OVERVIEW

To provide the Tearfund Field sub/Office with logistics capacity by carrying out store keeping functions as required.

Specific responsibility for Warehouse management, stock control, fuel accountability and control of field sub/office consumables and restocking. The post holder will ensure Tearfund and donor policies and procedures relating to this role are strictly adhered to.

1. POSITION IN THE ORGANISATION

- Grade: C3
- Reports to the Senior Logistics officer

3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model Godly leadership in all aspects of character and conduct.



- o To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
- o To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
- o To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
- o To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

5. Key Responsibilities

The percentage figures shown against each heading are only intended to convey an approximate idea of the relative size of the various areas within the overall job

A) General Responsibilities 20%

- Support the programme activities by driving the vehicles in accordance with the Tearfund policies and good practice.
- Support maintaining a functional logistics support by taking on duties beyond driving such vehicle repairs and maintenance to support effective delivery of a service to programmes
- To report to the direct Line manager and the dotted line manager on a monthly basis on matters pertaining to overseeing safety and efficient running of the vehicles and the other duties as might be assigned

B) Driving 50%

- To adhere to Tearfund rules and regulations governing the management of fleets (report to any misuse, accident and/or damage involving Tearfund vehicles and that are known to the Driver; drive at Tearfund speed limit and drive with consideration for safety of passengers; correctly maintain the vehicle logbook with details of each journey; refuel the vehicle whenever it is necessary, or when the level gets below half tank; keep vehicle assigned to him / her clean and road worthy; parking the vehicle in secure and safe places at all times).
- To Ensure that all the necessary documents are available and up to date in the vehicle (insurance, logbook, import list, tool kit, spare parts, spare tyre, first aid kit and fire extinguisher)
- Before any journey is undertaken to ensure that all persons on board in the vehicle understand the security guidelines for the related journey
- Is responsible for the Health & Safety of the passengers and ensures that seat belts are used at all times.
- Ensure that the vehicle is maintained and serviced accordingly
- Ensure that the necessary security requirements and regulations are followed with regards to the vehicle use.
- Supervise Vehicle servicing done by the service provider ensuring that all repairs and maintenance are done properly
- Work with the Roving mechanic to review spares needs of vehicles recommending necessary replacements to the SLO to approval by the Program Manager.

C) Mechanical 20%

- To immediately report any technical failure or damage and need for maintenance to the appropriate member of staff, and to note details in the vehicle log book.
- To keep track of the scheduled service time of the vehicle, in order to make sure that servicing is performed in time.
- Carry out daily checks of the vehicle and ensure the information is filed for record but also report any problem noted.
- To accurately fill in the vehicle log book after performing service checks and/or repair activities to the vehicles.
- To understand the correct way in operating the vehicle winch.
- Carry out regular/routine preventive maintenance of the vehicle including minor repairs like replacing brake pads, brake shoes and shock absorbers.



- Repair punctured vehicle tyres where necessary and perform other duties assigned by the supervisor
- Carry out regular/routine preventive maintenance of a generator in the absence of the mechanic.
- Lubricate the axle bearing when required and other parts of the vehicle which need regular greasing like the propeller shaft, door hinges and tie rod ends.
- Perform simple wiring like replacing the alternator carbon brushes and replacing worn out bulbs.

D) Spiritual Leadership 10%

- Participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

Other Information

- Tearfund seeks as an organisation to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.

Part 2 – Person specification

Job title: Driver/Mechanic

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ● Advance level education certificate or any equivalent ● Recognised qualification as a Driver 	<ul style="list-style-type: none"> ● Motor Vehicle Maintenance/Technician, ● Knowledge on basic Logistics
Experience	<ul style="list-style-type: none"> ● Four years' work experience as a professional driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair. ● Competent driver with valid South Sudan driving licence ● Fluency in English is required. ● Must be able to meet timeline for delivery of products and services to clients ● Basic vehicle mechanics qualification and experience ● Demonstrated ability to drive 4 x 4 in challenging circumstances preferably in an INGO setting (an added advantage). ● Relevant professional experience in handling basic logistics, fleet management and stores management in INGO setting. 	<ul style="list-style-type: none"> ● INGO Experience ● Experience of working in the field ● Experience of working/ servicing of Toyota vehicles ● Experience of using VHF and HF radios



Skills/Abilities	<ul style="list-style-type: none"> ● Resourcefulness and ingenuity ● Demonstrates appropriate written and verbal communication skills. ● Ability to work as part of the logistics team and support in any aspect of logistics ● Must have keen sense of ethics and integrity in dealing with staff and visitors ● Results –based and client services oriented, as well as excellent organisation skills are a MUST. ● Competency in use of Microsoft office packages including word, and excel. ● Ability to analyse, interpret and present information and maintain accurate records ● Demonstrates ability to manage own time and oversee basic processes. ● A mature, responsible, trustworthy nature is essential ● Excellent knowledge of local markets, language and resources 	<ul style="list-style-type: none"> ● Advanced skills in Microsoft Excel ● Proven skills in organising and conducting trainings ● Good personal relations with local suppliers is an asset
Personal Qualities	<ul style="list-style-type: none"> - Committed evangelical Christian - An understanding of and a commitment to Tearfund’s Mission, Values and Beliefs Statement. - Honest with excellent integrity and high sense of accountability - Hard worker, Quick learner & teachable - Team player - Diligent and organised - Willingness to travel within southern Sudan - Demonstrated behaviour of professional and personal ethics, transparency and openness - Resourcefulness and ingenuity - Competent driver with valid licence - Ability to live and work as part of a team - Easily adaptable 	
<p>OTHER COMMENTS:</p> <ul style="list-style-type: none"> ● All roles require a DBS/Police check ● Tearfund is a member of the SCHR Misconduct Disclosure Scheme ● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		

How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office, Located at Hai Jeresealum ECSS Compound Juba detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to southsudan-recruitment@tearfund.org. The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **05th Oct 2022 at 5:00pm.**

NB:

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews
- Applications once received are not returnable.
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, the position may be filled before the deadline for applications.

