

AAH-I South Sudan Country Programme
 Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
 Juba Town, Republic of South Sudan



INTERNAL & EXTERNAL JOB VACCANCY

BACKGROUND:

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities and bridges the humanitarian–development divide to sustainably improve their well-being and standards of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years’ experience working with communities in conflict and post-conflict situations, including refugees, internally displaced persons and host communities.

In South Sudan, AAH-I operates in the **Greater Equatoria region** (Juba, Yei, Kajok-Keji, Magwi, Torit, and Terekeka), **Greater Jonglei** (Bor), **Greater Upper Nile** (Malakal, Maban, Renk, Fashoda, and Manyo), and **Greater Unity State** (Ajong-Thok and Bentiu). AAH-I implements a variety of projects, including the Humanitarian Logistics, WASH, Shelter and Shelter, Economic recovery and infrastructure projects funded by UNHCR, the South Sudan Health Sector Transformation Program (HSTP) funded by UNICEF, the Asset Creation, Livelihoods, and Smallholder Agriculture Market Support (ACL/SAMS) project and the Digitization (BMR) project funded by WFP, the South Sudan Livelihood & Resilience Project (SSLRP) funded by IFAD, and AAH-I enterprise initiatives.

AAH-I South Sudan Seeks to recruit a qualified **South Sudanese National only** to fill the below position as detailed.

Job Title:	Auto Mechanic/Electrician -1 post
Ref No:	AAH-I/LOG/UNHCR/MLK/JAN/2026-001
Direct Supervisor:	Workshop foreman
Overall Supervisor:	Workshop manager
Subordinates:	Junior mechanics
Liaises with:	Field Officer, Logistics officer, HR, Finance team
Duty Stations:	Malakal; Upper Nile State, South Sudan
Contract Duration:	Fixed term, 11 months. Extension subject to availability of the Donor funds
Eligibility:	South Sudanese National only, FEMALES and PEOPLE WITH DISABILITIES are Strongly encourage to apply.
Submission Deadline	27 th January 2026, 4:00PM CAT

OVERALL JOB PURPOSE:

The Auto Mechanic/Electrician is responsible for the repair, maintenance, and servicing of project vehicles, equipment, and machinery, including mechanical, electrical, and electronic systems. This includes diagnostic tasks, installations, preventive maintenance, and major repairs of fleet under Juba and field locations. The role emphasizes quality control, adherence to safety standards, and a customer-centered approach, ensuring that all vehicles, plant, and equipment meet or exceed maintenance standards.

The incumbent will comply with Workshop Standard Operating Procedures (SOPs), Internal Control Procedures, and AAH-I Vehicle Operation & Maintenance Policies.

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DUTIES AND RESPONSIBILITIES:

1. Preventive and Breakdown Maintenance:

- Carry out mechanical, electrical, and electronic maintenance and repair for vehicles, plant, and equipment, including buses, 4x4 vehicles, trucks, generators, tractors, CAT equipment, and motorcycles.
- Diagnose faults, repair engine failures, electrical system malfunctions, and replace damaged components.
- Perform major breakdown repairs, overhauls of engines, gearboxes, transmissions, and differentials.
- Retrieve and repair broken-down vehicles in the field.
- Maintain accurate maintenance schedules and update records for all vehicles, generators, and equipment.
- Conduct fabrication and welding repairs on generators, water/diesel tanks, pipes, and vehicle components.
- Assign tasks to junior mechanics/trainees and ensure proper documentation of job time and codes.
- Ensure preventive maintenance of project vehicles and tools inventory, identifying future equipment needs.
- Administer day-to-day workshop activities in the absence of the Supervisor/Foreman.

2. Safety and Quality Control:

- Deliver high-quality repairs within required timeframes to meet operational needs.
- Follow workshop safety rules, use PPE, and manage flammable or hazardous materials responsibly.
- Ensure proper shutdown of electrical systems and equipment at the end of each day.
- Record all repairs and parts used, maintaining checklists and timesheets.
- Adhere to statutory vehicle regulations, including engine, safety, and emissions standards.
- Maintain vehicle and equipment cleanliness and protect sensitive components during servicing.
- Comply with OSHA regulations and fleet safety policies.
- Segregate and dispose of used parts and hazardous materials safely.

3. Reporting & Coordination:

- Produce periodic maintenance and repair reports, including diagnostic findings and corrective actions.
- Advise management on major repairs, equipment needs, and preventive measures.
- Ensure coordination with field workshops and logistics teams to support operational requirements.

Expected Results:

- All project vehicles, generators, and equipment are maintained in operational condition, minimizing downtime.
- Preventive maintenance schedules are implemented and adhered to, reducing breakdowns and repair costs.
- Repairs and maintenance are completed to high-quality standards, within agreed timeframes.
- Workshop staff perform efficiently under supervision, with clear job assignments and documented work.
- Safety standards, environmental regulations, and internal policies are consistently followed.
- Accurate records and reports of maintenance, repairs, and parts usage are maintained for accountability and operational planning.
- Immediate response to breakdowns in field locations ensures uninterrupted program operations.

QUALIFICATIONS REQUIREMENT:

Educational Background:

- Diploma in Mechanical Engineering (Automotive/Plant) or Technician/Craft Final Certificate.
- Valid driver's license.

Work Experience:

- Minimum of 3–5 years' experience in maintenance and repair of vehicles and equipment, including 4WDs, generators, and heavy machinery.

Skills and Competencies:

- Flexible and adaptable to field conditions.



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- Respectful and professional in interactions.
- Excellent diagnostic and troubleshooting abilities.
- Strong problem-solving skills.
- Reliable and committed to quality work.
- Team player with good coaching skills.
- Strong safety awareness and adherence to procedures.
- Ability to produce clear reports and maintain accurate records.
- Strong troubleshooting and problem-solving skills.
- Multi-skilled in mechanics, auto electrics/electronics, welding, and fabrication is an advantage.
- Knowledge of vehicle diagnostic systems and repair methods.
- Good command of English (written and spoken).

SAFEGUARDING STATEMENT:

Children and vulnerable adults who come into contact with AAH-I as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

ACCOUNTABILITY WITHIN AAH-I

Alongside our safeguarding policy, AAH-I is an equal opportunities employer. we consider all applicants regardless of race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, or marital status and has a set of integrity policies.

Any candidate offered a job with AAHI will be expected to adhere to AAHI’s policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.

Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area and report any concerns about inappropriate behavior of AAHI staff or partner.

APPLICATION SUBMISSION INSTRUCTIONS:

How to Apply:

1. Submission

- Submit your CV maximum 3 pages along with the following documents:
 - A one-page motivation letter expressing your interest
 - Clear photocopies of non-returnable academic certificates
 - A copy of your national ID or passport
- Place all documents should be sealed in an envelope clearly marked “*Application – AAH-I/LOG/UNHCR/MKL/JAN/2026-001*”
- Deliver your sealed application to the AAH-I Logistics Base in Juba, Hai Gabat, near Jit Super market. Drop your application in a lock box and register your names after submitting your application before leaving.

Or

Alternatively, submit your application online via email recruitss@actionafricahelp.org with *Application – AAH-I/LOG/UNHCR/MLK/JAN/2026-001* as subject of your email

2. Additional Instructions:

- Only shortlisted candidates will be contacted for interviews.
- **Important:** Due to the urgency of this recruitment, applications will be reviewed on a rolling basis. Interested candidates are strongly encouraged to apply as early as possible, as the position may be filled before the closing deadline.
- Failure to follow above instruction shall lead to disqualification from the recruitment process.



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