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Approved by
Inspector of
Labour
28/11/2023

POSITION: Driver
LOCATION: South Sudan - Juba
DEPARTMENT: Administrative
REPORTS TO: Admin & Procurement Officer - South Sudan
DOTTED LINE: Business Development Manager - South Sudan
DATE OF ADVERT: 28th November, 2023
CLOSING DATE: 15th December, 2023



ABOUT INKOMOKO

Inkomoko supports entrepreneurs to grow their businesses in order to improve livelihoods, create jobs, and help communities thrive.

Founded in 2012, Inkomoko has worked with more than 60,000 entrepreneurs across East Africa, including thousands of refugee entrepreneurs. Inkomoko provides a combination of training, consulting, access to finance, and market-level systems change. We are the largest lender to refugee entrepreneurs in Africa.

Inkomoko has +350 staff in 20 offices across Rwanda, Kenya, Ethiopia, and South Sudan. Through Inkomoko's 2030 strategic plan, we are adding 4 additional countries to serve 550,000+ entrepreneurs and deploying our \$30M loan fund.

INKOMOKO VALUES

All staff at Inkomoko are connected to a shared set of organizational values:

- **Purpose:** be solutions-oriented, produce high-quality work, be a global leader.
- **Achievement:** push yourself to reach beyond what you previously thought possible.
- **Improvement:** be humble, engage in continuous growth through open & accurate feedback.
- **Bravery:** willing to take risks, create a safe space for others, be compassionate, inclusive.
- **We Eat Goat:** we celebrate success and support each other in hard times. We do this work together in the spirit of turikumwe, tuko pamoja, abren nen, urang babarengan.

Inkomoko reflects the communities we serve. Displaced persons and women are strongly encouraged to apply.

ABOUT THE OPPORTUNITY AND RESPONSIBILITIES

We are pleased to announce the **Driver** vacancy within the **Administrative Department**. Reporting to the **Administrative & Procurement Officer**, the position holder will support our team in the day to day operations and movement of staff. **This position is based in Juba.**

The Driver core responsibilities will be as follows:

- Drive authorized Inkomoko staff to and from various destinations in and around the Inkomoko operating camps and any other assigned destinations.
- Run office errands as required.
- Safely drive assigned office vehicle, following set rules and regulations



- Ensure the compliance to the fleet management policy.
- Conducting basic maintenance checks to ensure vehicle safety and hygiene.
- Perform both preventative and regular maintenance on assigned vehicles and ensure that proper detailing is performed.
- Ensure that the vehicle is always properly equipped with spare tire, tool kit, jacks, wheel spanner, tow rope, jump lead, belts, fire extinguisher, and first aid toolboxes.
- Regularly keep vehicle maintenance records and fuel consumption records
- Schedule and update major car service appointments and report any issues.
- Perform any other duties as assigned by the immediate line supervisor.

WHO WE ARE LOOKING FOR

We are looking for candidates who will navigate fast-paced and resource-constrained environments with commitment and patience. The ideal candidate will fulfill the following requirements:

- Must possess a valid driver's license.
- Able to stay calm under pressure.
- Must be highly communicative and have discretion.
- Must have undergone defensive driving skills training.
- Flexible and able to deliver results under pressure.
- Outgoing, and shows perseverance. Must be professional and has personal integrity.
- Basic writing and oral communications skills.
- Good communicator to audiences in English & Juba Arabic.
- Ability to access and use a smartphone 24/7 is a plus.
- Familiar with different regions in South Sudan. Transportation regulations, safety protocols, and route planning is essential.
- Familiar with basic security protocols.
- Basic mechanic training is required.
- At least 1-2 years of working experience with international and/or National NGOs in Juba.
- If hired, candidate should not be employed by other organizations.

WHAT YOU'LL GET

This role is inside a high-growth, mission-driven social enterprise. By joining, you'll access:

- Competitive salary, and potential Goal-based bonus
- Incredible company culture, including deep investment in your learning and growth.
- Diverse colleagues and policies that show our commitment to equity and inclusion.
- Talented, passionate, and committed team colleagues across the region
- Ability to make a significant social impact to your community.
- Generous health insurance, staff savings, parental leave, sabbatical, and more benefits.

TO APPLY

If you're excited about this role, please submit your cover letter and CV to **INKOMOKO SOUTH SUDAN, at AFEX River Camp Reception, near Konyo konyo Market, Juba before 15th December 2023 at 4:30pm.**

Inkomoko is committed to Justice, Diversity, Equity, and Inclusion. As a company we have policies that ensure fair treatment in the application process and once onboard as a team member.

NB: Only shortlisted candidates will be contacted. Employment is conditional upon successful background checks and other verification as needed.

All offers of employment will be subject to satisfactory references and background screening checks. Inkomoko also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual misconduct, fraud, or abuse. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

