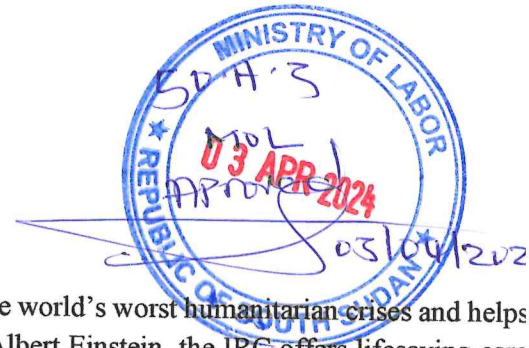


Vacancy Announcement

Job Title: Driver
Band / Level / Grade: 10B
Department: Supply Chain
Location: Juba
Overtime Eligible: Exempt
(per local law)



BACKGROUND: The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with program portfolio covering health, nutrition, EH, child protection, economic recovery and development (ERD)/livelihoods, women's protection, and empowerment, Education and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable.

Responsibilities

Specific responsibilities include:

- The safe and efficient transportation of IRC personnel and materials
- The care and maintenance of IRC vehicles and their accessories
- The representation of IRC in a professional manner

Key Competencies

- Thorough knowledge of road rules and regulations
- Good knowledge of the operation and components of vehicle (specify types based on IRC office fleet)
- Safe driving skills
- Skills in routine vehicle maintenance
- Knowledge (or ability to quickly learn) of HF, VHF and satellite communications equipment.
- Team spirit and problem-solving abilities.
- Able to carry out limited, un-supervised tasks.
- Drivers must display an attitude and behavior that reflects well on both them and the IRC

Expected Deliverables

- Strict adherence to the IRC's vehicle policies and procedures, including the use of seatbelts by all passengers.
- Daily and pre-long distance vehicle checks.
- Accurate upkeep of the vehicle's log sheet.
- Maintaining the vehicle clean, fueled and mechanically sound.
- Inspecting and maintaining all vehicle accessories.
- Advising the Fleet manager of pending inspections, insurance renewal or any defects or problems.

Minimum Requirements

- Level xxx education.
- Valid driving license
- Minimum two years' work as a professional driver
- No road safety-related fines or convictions
- Written and spoken English.
- Able to pass IRC driving test.
- Basic computer skills (Consider including this if drivers are responsible for data entry)

February 2022



Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Safeguarding/PSEA policy: The IRC has a zero-tolerance policy for safeguarding/PSEA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PSEA at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

Narrowing the Gender Gap: The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Human Resources Juba IRC Country Head Office-Located in Goshen House 2nd floor or you can e-mail applications to SS-HR@Rescue.org not later than **24th April 2024 @ 4:30pm**.

NOTE: Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION, DRIVER - JUBA.

“WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.

