



Approved
[Signature]



Job Position: Driver

Date of publication: 8TH July 2019

Deadline for applications: 26th July 2019

Number of Positions Available: 01

Place of work: Juba

Weekly hours: 40

Job Purpose

The driver is responsible to transport passengers and goods on behalf of HI whenever asked, following all the rules of driving set by HI and Government of South Sudan. He must keep a valid driving license. He is responsible for the safety and security of passengers, cargo and car under his responsibility. He is responsible to keep the car well functioning by washing and taking care mechanically. He/She must be knowledgeable about the area of operations and responsible for specific activities assigned to him/her.

Main internal interfaces

- Logistics Coordinator
- Logistics Manager
- Logistics Assistant
- Director Of Programs
- Admin Coordinator
- Other HI employees in Juba

Main external interfaces

- Visitors (HQ missions)

Working hours: Individual working hours are determined by the schedule given by the line manager, from Monday to Sunday. The two shifts are:

- From 8.30 to 17.30 (day shift)
- From 17.30 to 2.30 (night shift)
- From 10:00 to 20:00 (Weekends)

However, the above listed working hours and shifts are liable to changes and drivers will be required to rotate between shifts as will be shown in schedule

The driver must be at the base and operational at the beginning of his/her shift.

1. Driving the car

Employee driving one of the organization's car will respect internal driving rules in addition to national driving rules, which include:

- Respect of speed limit and rules of conduct:
 - Drive below 40km in town
 - Drive below 60km on good dust road outside inhabited areas.
- Driving under the influence of alcohol or drugs is strictly forbidden. This will lead to immediate dismissal
- Always wear seatbelt in cars and helmets on motorbikes. The driver is responsible for ensuring that all passengers do it as well
- Behave and drive decently, in respect to your environment, culture and people around
- Respect security distance: 70 meters minimum between vehicles
- Be cooperative & friendly with the people on board
- Ensure Discharge of Responsibility form is completed for non-HI staff
- Immediately report to his/her supervisor in the event of damage, accident or problem
- Ensure the safety of assigned car throughout the duration of his/her duty

The driver must be at the base and operational at the beginning of his/her shift.

1. Driving the car

Employee driving one of the organization's car will respect internal driving rules in addition to national driving rules, which include:

- Respect of speed limit and rules of conduct:
 - Drive below 40km in town
 - Drive below 60km on good dust road outside inhabited areas.
- Driving under the influence of alcohol or drugs is strictly forbidden. This will lead to immediate dismissal
- Always wear seatbelt in cars and helmets on motorbikes. The driver is responsible for ensuring that all passengers do it as well
- Behave and drive decently, in respect to your environment, culture and people around
- Respect security distance: 70 meters minimum between vehicles
- Be cooperative & friendly with the people on board
- Ensure Discharge of Responsibility form is completed for non-HI staff
- Immediately report to his/her supervisor in the event of damage, accident or problem
- Ensure the safety of assigned car throughout the duration of his/her duty

2. Daily check-up and routine maintenance

- Ensure the cleanness of the vehicle and basic maintenance checks
- Clean the inside of the car on a daily basis and wash the body once a week
- Bring the car for a general cleaning at the cleaning station once every two weeks
- Every morning Before starting cars, check all levels, air pressure, general condition of the car, cleanliness (Daily check)
- Before ending your day, make sure that the windows of the car are closed and the radios are off.
- Conduct the weekly check and report the supervisor regarding any need for repair & maintenance
- Conduct the small repairs after informing your supervisor (tightening of screws, top-up of liquids etc.)
- Any problem should be immediately communicated to the line manager and recorded in the logbook
- Immediately report any problems identified with assigned vehicle to supervisor
- Fully responsible and accountable for the tool box and recovery kit provided in assigned vehicle

3. Fuel: Vehicle must have enough fuel

- Always keep at least one tank half full. For long distance both tank have to be full (if Vehicle has).
- Always record mileage, date, amount of diesel taken and consumption in the logbook when refilling to full tank
- In case of trouble (leakage or whatever), report immediately to your supervisor (by radio if on the road) as no excuse will be condoned otherwise
- Refueling must always be done to full tank capacity

4. Passenger, Car and Goods safety & Security:

- Make sure that all safety & security measures have been taken
- No passenger other than HI staff is allowed in the car without the approval of the line manager.
- Check before any departure that you have all documents in order for the vehicle (photocopy of the insurance, Road license, registration, mission order...)
- Always carry your driving license and personal documents (ID card etc)
- For long distance, carry a tool bag, spare tyre, hi-jack wheel spanner, drinking water. The driver is responsible to take care of the tool kit and. Check the contents of the tool kits prior to any traveling
- The driver is responsible for the tools box inside the car: jack, spanner, iron bar, spare tyre, etc. In case of any loss driver will be responsible
- Make sure that first aid kit is inside the car and completed
- Check the presence and the status of the identification of the vehicle before any trip (visible plate number, HI stickers)
- Never allow any weapon in the vehicle neither any passenger without informing your supervisor.
- The driver is responsible for what is transported in the car. Never carry personal items without valid authorization.
- Never transport more people than the standard manufacturer seat capacity of your vehicle
- Use security envelop only after receiving approval from your supervisor
- Never transport personal items in official vehicle without prior approval

5. Maintaining of Log books and other documents related to vehicle



- All events related to vehicles must be recorded in the logbook
- The driver is responsible for updating the log book on regular basis, and must enter the travel information, fuel information and repair & maintenance detail
- The driver is responsible to enter the all repair & maintenance detail in "Vehicle Maintenance Form"
- The driver is responsible to hand over the all monthly record to Supervisor (log book, vehicle maintenance record, weekly check etc.)
- Ask external people to fill the "Discharge of Responsibility Form" (disclaimer)

6. Other

- The loading and offloading of the vehicle should be done by the driver. He should make sure that the materials transported are well tied and arranged in a proper way. He will be held responsible for the things damaged due to carelessness loading.
- As any other staff, the driver must attend any meeting whenever required
- He/she must participate effectively in collective activities of organization
- He/she must maintain the good working relationship with HI staff & external stakeholders (suppliers, HI partners, other INGOs etc)
- Some logistics work can be required from time to time (quotations, small purchases, generator daily check-up, water supply...)

It is a non exhaustive list and your description job can be updated during your employment by HI.

Flexibility is highly required in job of driver. The driver must be flexible to follow any instruction issued by HI.

REMARKS:

According to the situation and need, the driver should be ready to travel and work outside the city he is based for a few days and sometimes weeks as will be required. This position requires mobility and flexibility and drivers will be required to work overtime, standby and night duty as the circumstance may require.

Drivers may be required to perform other tasks, take up additional duties and responsibilities and work in other cities outside their base city and holidays depending on project needs.

<u>Knowledge required</u>	<u>Skills required</u>
<ol style="list-style-type: none"> 1. Driving license 2. English: good communication and written knowledge 3. Good knowledge of city 	<ol style="list-style-type: none"> 1. Good driving skills, including on difficult roads 2. Basic mechanical skills 3. Basic radio procedures

Note: This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort



HOW TO APPLY

Qualified candidates are invited to submit their applications (CV and Cover letter- clearly state the address, contact information and position applied for) before 5:00 PM on **26th July 2019** through email or physically to:

HR/Admin Department,

Humanity & Inclusion

Plot No 223; Block 3K South, Airport Ministry Road, Tomping,

South Sudan – Juba

Email to: recruitment@southsudan.hi.org

Name of the position applied for must be written on the email subject or on the envelope

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

Humanity & Inclusion is a leader in disability inclusion and particularly welcomes applications from female and male qualified candidates with disabilities. Please feel free to indicate in the application if you have a disability. You don't have to disclose the nature of disability.

Thank you

