

BBC MEDIA ACTION



Job Description

Job title: Driver and Operations Assistant
Reports to: Finance and Operations Manager
Duration: 12 Months (with a possibility of an extension)
Location: Juba, South Sudan
Opening date: August 6, 2026
Application deadline: August 25, 2026, at 11:59 PM CAT

**This position is subject to the availability of funding*

BBC Media Action

We are the BBC's international charity. We believe in the power of media and communication for good. With our extensive network of partners, BBC Media Action reaches more than 100 million people a year – helping to save lives, protect livelihoods, support media and counter misinformation, challenge prejudice and build democracy.

Job Purpose

The Driver and Operations Assistant is responsible for providing safe and reliable transportation services while supporting logistics and administrative operations. This role ensures efficient movement of staff and materials, proper vehicle management, and effective support to procurement, inventory, and office operations.

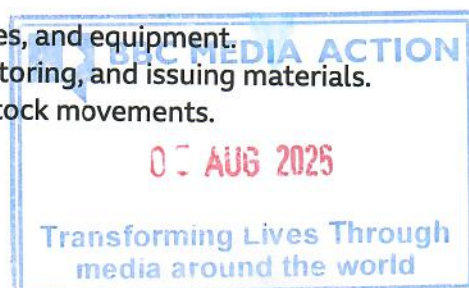
Duties and Responsibilities

1. Driving and Vehicle Management

- Safely operates organizational vehicles to transport staff, visitors, and goods.
- Maintains vehicles in good working condition through regular servicing, fuelling, and cleanliness.
- Keeps accurate records of mileage, fuel consumption, and maintenance.
- Adheres to traffic laws and organizational safety policies.
- Reports mechanical issues, accidents, or incidents promptly.

2. Logistics Support

- Assists with procurement and delivery of goods, supplies, and equipment.
- Supports inventory management, including receiving, storing, and issuing materials.
- Maintains documentation for deliveries, receipts, and stock movements.



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- Coordinates with vendors and service providers to ensure timely supply of goods.
- Provides logistical support for meetings, workshops, and field activities.

3. Administrative and Operational Support

- Handles office errands such as banking, postal services, and government submissions.
- Maintains compliance registers and file logistics-related documentation.
- Supports staff travel arrangements, including airport pickups and drop-offs.
- Ensures security protocols are followed when transporting staff or sensitive material

4. Safeguarding

- Understands and complies with the Safeguarding policy and the staff Code of Conduct;
- Participates in relevant mandatory training on Safeguarding and Respect at Work.

Essential Skills and Experience

- A valid driver's licence with more than 5 years' experience driving for an INGO.
- Prior administrative/logistics experience preferred.
- Knowledge of vehicle maintenance and basic mechanics required.
- Ability to manage time effectively and prioritize tasks.
- Excellent written and verbal communication skills in English language.

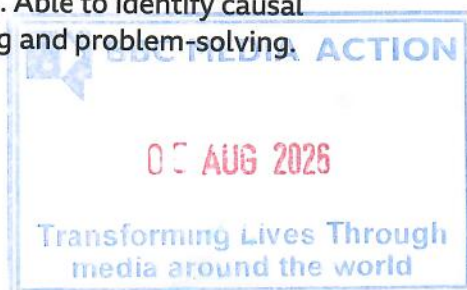
Desirable Knowledge, Skills and Experience

- Prior administrative/logistics experience desired.

Competencies

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Analytical Thinking** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem-solving and/or development.
- **Creative Thinking** – Able to think creatively around problems and arrive at a clear and well-argued solution.
- **Problem Solving** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for decision making and problem-solving. Transforms proposals/ideas into practical reality.



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- **Flexibility** - Adapts and works effectively with a variety of situations, individuals or groups. Is able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements.
- **Decision Making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Planning and Organising** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation and energy.
- **Influencing and Persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Communication** – The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.
- **Managing relationships** – Able to build and maintain effective working relationships with a range of people.

Application submission

To apply, candidates should submit their CV and a cover letter in PDF format to recruitment@ss.bbcmmediaaction.org. Alternatively, applications can be delivered at BBC Media offices at Goshen House, along Airport Road in Juba. Applications must also include certified copies of the applicant's national ID and academic certificates. Please ensure the job title is clearly indicated in the subject line of the email.

(A job description is a written statement of the essential characteristics of the job, with its principal accountabilities incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.)

