



# Norwegian People's Aid

South Sudan

SD-H-3,  
Approved by Senior Inspector,

MoL/RSS/JJ

21/07/2023



## Vacancy Announcement: Driver-Juba

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response Programme.

The long-term objective of the Civil Society Development Programme (CSDP) is to facilitate a dynamic and vocal civil society in South Sudan. The main components of the program are: Rights of Freedom of Expression and Independent Media Project; Women's Rights Project; Land and Resource Rights Project; and Youth Rights Project.

The Rural Development (RD) programme which focuses on medium to more long-term which focuses on medium to more long-term livelihoods strengthening activities that aim to increase the resilience of conflict-affected households in South Sudan. The programme activities are implemented directly by NPA and through partnership with Local NGOs and Community Based Organizations (CBOs).

The Emergency Response Programme focuses on providing food aid to vulnerable civilians. The aim of the programme is to save lives and support post emergency transitional recovery process through: in-kind food aid; emergency recovery livelihood kits; unconditional cash assistance; and cash grants for Income Generating Activities (IGA) groups.

NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of a driver based in **Juba**.

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.

### **Purpose of the Position:**

Transport NPA staff, official guests and materials safely and maintain NPA vehicles in good working condition.

### **Duties and Responsibilities:**

#### **Transport People and Goods**

- Transport people NPA staff, official guests, as approved by supervisor, safely and efficiently.
- Collect and make deliveries of goods & documents as instructed by the supervisor and maintain records.

#### **Comply with Local Rules and Regulations**

- Maintain a valid driving license, insurance policies and registration. Comply with all traffic rules
- Ensure the first aid kit, reflective vest, fire extinguisher and all other accessories stipulated by local and NPA regulations are available in the vehicles & good for use.
- Comply with NPA driver's guidelines and communicate with Fleet Officer for any related issues.

#### **Log Movements, Expenses and Time**



- Maintain the vehicle log book and trip lists, fuel vouchers fully updated and accounted.
- Regularly and accurately record and log in all movements.
- Request fuel using fuel vouchers approved by the department and billing coded.

### **Timely and Detailed Report**

- Report on mechanical malfunction incidents to the Supervisor and provide vehicle accident reports when required.
- File administrative forms such as delivery notes, waybill etc. for accountability purpose.

### **Service Vehicle Maintenance Management**

- Perform minor repairs and arrange regular maintenance and cleanliness of assigned NPA vehicle.
- Keep track of the general maintenance schedule, including tyre condition and report maintenance needs to the Supervisor.
- Conduct daily vehicle checks - all vehicle liquids and essential components for efficient functionality.

**Any other duties that may be requested and assigned by the supervisor from time to time.**

### **Desired Qualifications/Skills/Experience:**

#### **Education:**

Must have:

- Minimum Secondary level of education
- Valid driving license.
- English language skills

#### **Experience:**

Must have:

- Five years of driving experience of 4 X 4 Toyota Landcruiser or similar vehicles.
- Basic mechanical skills is a must.

### **Key Performance Indicators:**

- Assigned vehicle is well maintained.
- Safe driving in compliance to NPA safety/security procedures.
- Respecting traffic rules.
- No loss or damage is caused to the vehicle and transported goods or passengers.
- Records and accountability of fuel and other consumables/spare parts.
- Timely and accurate submission of reports.





## Authority/ Decisions:

Reference is made to the NPA Regulation for Delegation of Authorization, Quality Management System, DHC Programme Handbook and the NPA South Sudan delegation directive.

## Personal Competencies:

- Off-road driving skills
- Communication and interpersonal skills.
- Organisation skills
- Accurate and timely reports

## Work Relationship.

### Internal:

- All NPA staff

### External:

- Visitors
- Traffic Police



## Additional consideration:

- The driver is to abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and represent the organization in a loyal and responsible manner.

**NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: [recruitment-rss@npaid.org](mailto:recruitment-rss@npaid.org)

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office.

**Applications submitted after 12:00 noon on Thursday 10<sup>th</sup> August 2023, will not be considered.**

**NB:** Submitted copies of academic transcripts will NOT be returned to the applicant.  
Only Shortlisted candidates will be contacted.

