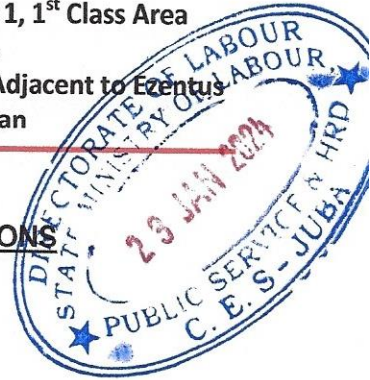




Approved
MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan



EXTERNAL/INTERNAL ADVERTISEMENT- DRIVER -4 POSITIONS
Open to South Sudanese Nationals Only

Employer: Mines Advisory Group (MAG)
Department: Fleet
Reporting to: Fleet Administrator
Base Location: 1 Juba base with frequent Field visit & 3 Field base
Working Area: Juba & Field Base
Opening Date: 23rd January 2024
Closing Date: 5th February 2024

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Drivers** for its operations.

Summary of the Position

Drivers will be responsible to drive MAG vehicles, as and when required, taking responsibility for the safe transportation of MAG's vehicles, passengers, and equipment in line with MAG policies and national driving laws.

This is a Juba/Field based, and will be part of a MAG project that carries out activities in communities affected by landmines across the country. The applicant must be willing to work and travel to other parts of South Sudan when required.

Principal Responsibilities

- Drive the vehicle as instructed with good levels of care and attention, taking note of the condition of the vehicle and the road conditions, ensuring the safety of the vehicle, passengers and other road users.
- Ensure that all relevant policies and procedures are adhered to at all times in relation to vehicle safety and driving standards.
- Ensure that seatbelts, where available, are worn at all times by the driver and all passengers.
- Ensure that all instructions regarding staff movements and driving requirements are understood and followed to ensure staff and equipment are able to travel as required.
- Maintain assigned vehicles in good running order, ensuring they are clean and ready for use at all times.
- Complete daily inspection of vehicles and notify the line manager or Vehicle Fleet Manager immediately of any faults, repairs, problems or other matters concerning vehicle operations which require attention.
- Complete the vehicle logbook for each trip made, on departure and arrival, and record details of each journey, any refuelling and repairs.
- Report any issues affecting security and road access to the line manager or Security Focal Point immediately.
- Abide by traffic law and regulations at all times while driving MAG vehicles.
- Maintain and utilise radio equipment in vehicles.

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.
MAG is co-laureate of the 1997 Nobel Peace Prize.
Charity No.1083008. A company registered in England and Wales No 4016409.



- Assist with loading and unloading goods from the vehicle as and when required.
- Maintain a current and valid driver's license.

Shared Responsibilities

- Carry out any other duties deemed necessary and reasonable to meet MAG's operational requirements, as requested by the line manager or supervisor.

All staff are expected to undertake the following general duties

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programs.

Some Job Descriptions may be supplemented by specific Terms of Reference.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Previous 4X4 driving experience

Essential Skills and Knowledge

- Good level of spoken English
- Ability to understand and follow instructions
- Effective listening skills and the ability to communicate
- Good geographical knowledge

Essential Aptitude

- Ability to work independently as well as part of a team
- Self-motivated, flexible and enthusiastic approach to work
- Punctual, reliable and trustworthy

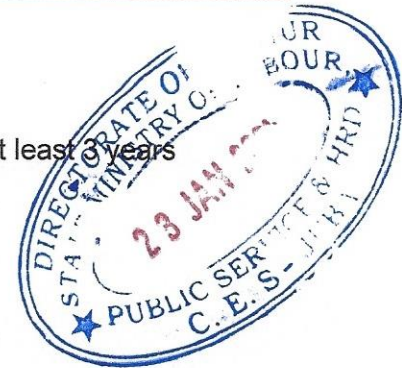
Qualifications

- Valid and clean driving licence for the category of vehicle to be driven



Selection Criteria:

- Must have valid driving licence (Private/General) and have been driving for at least 3 years
- Must have some vehicle mechanical skills/knowledge
- Good command of English and Juba Arabic
- Honest, helpful, reliable and punctual
- Basic literacy (able to complete driver log book)
- Able to use communications equipment
- Safe driving record



Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing), if you have any concerns in this area these should be reported to the County Director.**

HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 5th February 2023, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

