



5014-3
Approved
15/5/2024



Position: Driver (1 Vacancy)

USAID/South Sudan Monitoring, Evaluation, and Learning Support (MELS) Activity, South Sudan

Project Summary:

Implemented by Integrity Global, Inc. and MSI, the Monitoring, Evaluation, and Learning Support activity (MELS) supports USAID/South Sudan through tailored monitoring and evaluation services to enhance Mission programs. In a dynamic operating environment, MELS provides the Mission with flexible, demand-driven technical, analytic, and advisory support that:

- Helps the Mission internalize and integrate concepts under Collaborating, Learning, and Adapting (CLA)
- Strengthens knowledge management and improves institutional memory,
- Advises on and produces fit-for-purpose MEL products,
- Enhances organizational effectiveness and operational efficiency, and
- Strengthens data-driven decision making through Geographic Information Systems (GIS) and other innovative spatial analyses.

Project Background:

The MELS activity serves as the Mission's primary mechanism for monitoring, evaluation, and learning and adaptive management services for ongoing activities and programs. In a dynamic operating environment, MELS provides USAID/South Sudan with flexible, demand-driven technical, analytic, and advisory support in order to strengthen collaboration, learning and adapting (CLA); promote institutional memory; produce monitoring, evaluation, learning products as appropriate; strengthen knowledge management and organizational learning (KMOL), organizational effectiveness and operational efficiency; and strengthen data-driven decision-making through an efficient use of GIS and other innovative spatial analysis.

Job description:

Under the direct supervision of the Procurement & Logistics Specialist, the incumbent of the post is required to perform the below duties and responsibilities:

- Knowledge of driving 4WD vehicles on all terrains
- Transport of authorized personnel to and from their assigned offices or working positions.
- Knowledge and use of alternative roads in case roadblocks and emergency situations.
- Knowledge of Juba road maps, including Juba city and locations of all the government offices, other clients, NGOs, and public facilities
- React professionally in crisis and emergency.
- Able to go on mission trips with overnight stays and prepared to work on extended hours as required.
- Delivery and collection on mails, documents and other items and deliver the same to assigned destinations.
- Meet official personnel at the airport and facilitates immigration and customs formalities in the absence of the procurement & logistics specialist as required.



- Responsible for the day-to-day maintenance of the assigned vehicle, in accordance with the vehicle checklists, perform minor repairs as may be required, and ensure the vehicle is kept clean and in road worthy condition.
- Report on mechanical faults and/or damage to the body or lights.
- Maintain accurate, up-to-date records on trip sheets, customer transportation forms, vehicle maintained, fuel purchases/refilling, incident reports, accident reports, vehicle condition reports and other records that are requested from the management.
- Ensure that the steps required by rules and regulations are followed in case of involvement in accident.
- Ensure that at least one car is always parked at Rahwa apartment to facilitate any transport emergency of the expert staffs during night hours.
- Performs any other duties as required by the project.

Qualifications:

- Valid driver’s license with a clean driving record
- Secondary school certificate
- Minimum of 5 years driving experience with clean driving record an INGO environment.
- Ability to work flexible hours, including weekends, and holidays.
- Strong knowledge of local roads and routines
- Excellent communication and interpersonal skills
- Ability to remain calm and composed in stressful situations.
- Attention to detail and adherence to safety protocols.



Integrity and MSI is an equal opportunity employer that values diversity and inclusion. We strive to develop and maintain a culture that honors the perspectives and identities of our employees, our communities and those impacted by our work. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by data protection laws.

NOTE: Open to South Sudanese citizens only

The closing date for the application is June 4th, 2024. We will review resumes on a rolling basis and the vacancy may be filled before this deadline. We encourage early applications. Please be advised that only shortlisted applicants will be contacted for an interview.

How to Apply:

Hand delivery and addressing your application to Integrity Global MELS Human Resources and Administrative Manager, Goshen House, Gate one (1) or by email:

ssmels.recruitment@integrityglobal.com or use our online application system
<https://podio.com/webforms>. <http://tinyurl.com//3h99f7d8>



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