



NORWEGIAN CHURCH AID
actalliance

NCA SOUTH SUDAN PROGRAM

ADVERTISEMENT

Position **STAFF HOUSE DRIVER**
Reporting to: **Logistics Coordinator**
Duty Station: **Juba, Central Equatoria State**

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Organization Profile

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian, and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. NCA provides assistance to the people of South Sudan and has been present in the country continuously since 1972.

The Position

NCA is looking for a competent and experienced candidate to fill the position of staff House Driver based in Juba, Central Equatoria State.

Areas of Responsibility

- Provide logistical support to NCA operations in the staff house
- Ensure that the vehicle assigned to him/her is in good and road worthy condition at all time
- Ensure that the interior and exterior of the vehicle is kept clean with no poisonous substances on board
- Ensure compliance to Covid -19 protocols set out by the South Sudan Government

Main Tasks

- Facilitate the movement of NCA staff within the city of Juba
- Pick and drop staff from/to their residence in the morning and evening during the week
- Inspect the vehicle assigned to him/her every morning and ensure any default that is detected is reported to the supervisor
- Facilitate movement of the international staff at night and over the weekend
- Fill the logbook for the vehicle as instructed by the supervisor and report the expiry of the same
- Clean the vehicle thoroughly on daily basis both internal and external
- Obey traffic rules and regulations and NCA safety regulations while driving
- Work from Wednesday through Sunday and be off on Monday and Tuesday
- Identity/trouble shoot minor faults in a vehicle and rectify
- Be willing to spend nights at NCA staff house
- Drop staff to the airport early in the morning
- Drive during public holiday

Educational Qualifications, Experience and Skills

- Hold at least a secondary school certificate
- Formal training in motor vehicle mechanic is an added advantage
- Should have served in a similar position in a non-Governmental Organisation or UN agencies for at least 5 years in the same capacity
- Must possess a recognized and valid South Sudan driving certificate/license
- Fluent in spoken Arabic
- Fluent in spoken and written English
- Should be computer literate
- Good understanding of the cultural environment and good working relations with local authorities
- Must Possess the values of integrity, honesty, and service to humanity
- Good track record from current or former employer

Interested candidates should submit the following documents along with their application:

- A cover letter with full contact details, explaining why they feel they are suitable for the position
- A current CV
- Copies of their academic qualification certificates
- Three references, which should include their current or most recent Supervisor
- Copies of their clean driving permit issued by the central Equatoria Government

Applications should be submitted by email to:

vacancies.ncass@nca.no with a copies to Azima.Arkanjelo@nca.no, and Procurement.ncass@nca.no

Hard copies can be delivered to NCA Office in Juba, Buluk near UNDP Office and NCA Torit Office in Hai Mission. Deadline for submitting the applications is 18th August 2023

Only short-listed candidates will be contacted. This position is open to South Sudanese citizens only.

