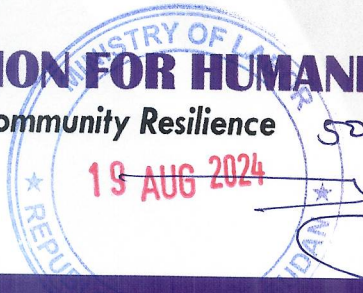




COALITION FOR HUMANITY

Improving Community Resilience



SD-H3

Location:
Juba, Gudele 1, Block 4, Plot No. 1784,
off-Gudele Road, along 7 Eleven
Supermarket Road, next to Big Ben
Primary School

19-08-2024

VACCANCY ANNOUCEMENT FOR THE POSITION OF DRIVER

Organization Background

Coalition for Humanity (CH) is a humanitarian and development NGO registered in South Sudan with experience in implementing humanitarian and resilience projects. The organization focuses on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), Health and Nutrition. Coalition for Humanity has experience in integrating projects and forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, Land and Property rights (HLP) governance, peace building and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition. Coalition for Humanity has its headquarters in Juba but with presence in the Upper Nile counties of Malakal, Renk, Longechuk, Maiwut. CH operates in Jonglei State with presence in Ayod, and Fangak counties and Unity State with field offices in Leer, Panyijiar, Mayendit, Koch, Rubkona and Mayom counties. It also has an operational presence in the Ruweng Administrative Area with field offices in Pariang and in Greater Pibor Administrative area with field office in Pochalla County.

Position description

Job title: Driver (2 positions)

Job Location: Leer

Reports to: Procurement, Logistics and Security Manager

Job Summary

The Drivers will be responsible for driving CH vehicles as and when required, ensuring safe transportation of passengers, goods and equipment is in line with CH policies, procedures and legally established laws. The Drivers shall perform routine maintenance checks and conduct minor repairs for vehicles and motorcycles.

Key roles/duties and responsibilities

- Drive the vehicles as instructed with good levels of care and attention, taking note of the condition of the vehicle and the road conditions and ensuring the safety of passengers, goods and road users.
- Check and ensure that the vehicle is in good working order, clean and ready to use at all times
- Ensure that all relevant policies and procedure in relation to vehicle safety and driving standards are adhered to at all times
- Responsible for conducting physical repairs and maintenance of the entire fleet;
- Prepare maintenance schedules for the fleet;
- Prepare reports on trends and common problems and contribute to developing solutions & share with line manager or the security focal point. .
- Drive office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other supplies and equipment as directed by the

Contact us:

Tell: +211 (9) 16666225/ +211 (9) 24822220

Email: info@ch-ssd.org/ Website: www.ch-ssd.org



- supervisors
- Drive in a manner that respects and ensures safety of other road users and ensures maximum life span of the vehicle
- Conduct daily inspection of vehicles and inform the line manager of faults, repairs and issues of concern.
- Abide by established traffic rules and regulations at all times when driving CH vehicles.
- Report any case of accident injury or damage of vehicle to the supervisor immediately it occurs or when it comes to attention
- Complete the vehicle log sheet for each trip and ensure the log sheet submitted to the line manager weekly for approval.
- Prepare service note for vehicles and indicate
- Provide advice on procurement of spare parts and assist in getting quotations
- Perform any other duties as may be assigned to him/her by the supervisors

Person specification

Essential

- A valid commercial driver's license.
- Certificate in driving from a recognized/formal institution
- Certificate in Motor vehicle mechanics is an assets
- At least 2 years driving experience
- Fluent in English and Arabic language. Ability to write is required.
- Experience in the usage of computers and office software packages (MS Office) is desired.

Behavioral Competencies

- Excellent organizational and time management skills.
- Excellent communication skills both oral and written
- Commitment to humanitarian principles and action and to CH's mission values and policies
- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Honest, encourages openness and transparency; demonstrates highest levels of integrity

Coalition for Humanity has zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act by this clause.

Note:

1. The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.
2. The position is a Non-relocatable position; the incumbent must be a resident of the county.

Interested Applicants are invited to submit their application Letter and CV/Resume via Email to jobs@ch-int.org or hand deliver to our field office in Leer on or before 6th September 2024.

