

## Job Description

Job Title	Driver - Juba, South Sudan - VA- No- 03 & 4-2025
Classification Level	National Level – (2 positions)
Organizational Unit / Duty Station	Juba Cluster Delegation
Immediate Supervisor's Title	Senior Logistics Officer
Technical Manager's Title	N/A
Number of Technical Reports	N/A
Number of Direct Reports	N/A
Number of Indirect Reports	N/A



### Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with a network of 191-member National Societies (NSs). The overall aim of IFRC is "to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by NSs with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world." IFRC works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

IFRC is part of the International Red Cross and Red Crescent Movement (Movement), together with its member National Societies and the International Committee of the Red Cross (ICRC). The work of IFRC is guided by the following fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

IFRC is led by its Secretary General, and has its Headquarters in Geneva, Switzerland. The Headquarters are organized into three main Divisions: (i) National Society Development and Operations Coordination; (ii) Global Relations, Humanitarian Diplomacy and Digitalization; and (iii) Management Policy, Strategy and Corporate Services.

IFRC has five regional offices in Africa, Asia Pacific, Middle East and North Africa, Europe, and the Americas. IFRC also has country cluster delegations and country delegations throughout the world. Together, the Geneva Headquarters and the field structure (regional, cluster and country) comprise the IFRC Secretariat.

IFRC has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the Red Cross and Red Crescent Movement, including sexual exploitation and abuse, sexual harassment and other forms of harassment, abuse of authority, discrimination, and lack of integrity (including but not limited to financial misconduct). IFRC also adheres to strict child safeguarding principles.

The IFRC Country Office in South Sudan has two distinct mandates. The first is to support the National Society in its path towards humanitarian legitimacy. Ensuring effective coordination will maintain a presence in South Sudan based on two clear priorities. Firstly, IFRC will support SSRC in key areas of organizational change and development that have been prioritized by the National Society. Secondly, IFRC will facilitate effective Movement coordination, ensuring that the humanitarian contribution of the Movement is greater than the sum of its parts. IFRC will work with partners to promote more consistent support to SSRC, focused on the expressed priorities of the National Society. IFRC will collaborate with partners to reduce the administrative and reporting burden imposed on the National Society by multiple partners.



### Job purpose

This position supports and facilitates transportation of the entire organization including the PNS that enables the day today smooth operation of the Juba cluster Delegation office activities.

### Job duties and responsibilities

#### Vehicle Operation

- Safely drive Federation fleet vehicles for the transport of passengers and cargo as instructed and ensure that all occupants of the vehicle are wearing safety belts. Driving assignments include field trips to rural areas with overnight stays.
- Make any such repairs that are necessary for the efficient operation of the vehicles including changing tyres in case of a puncture, changing oils, car batteries.
- Report all accidents, or other incidents involving other vehicles or pedestrians, to the Senior Logistics Officer within 24hours.
- Drives partners for meetings, shopping and any other location within Juba and if need be, to the field areas of the project operations.

#### Compliance & Security

- Ensure proper use and security of assigned Federation vehicles and equipment. Also ensure the vehicles are cleaned, IFRC STICKERS are kept visible, refuelled and are in operational condition always.
- Understand and obey all applicable traffic signs, rules and regulations in South Sudan.
- Obey all lawful instructions of traffic Police Officers in respective country where the assigned vehicle will be driven.
- Comply with working hours as regulated, in accordance with the operational requirements of the South Sudan Juba Cluster Delegation office.
- Compliance with working hours as regulated. Drivers are recommended to work in accordance with the operational needs of the South Sudan Juba Cluster Delegation office.
- At all times, be in possession of a valid driving license and make sure that the license is renewed when necessary.
- Carry out pre-repairs and post-repairs inspection.
- Always respond promptly and effectively to emergencies or unforeseen situations upon a call to support within Juba city.

#### Health and Safety

- Always ensure that, the assigned Federation vehicle is equipped with the correct tools and equipment (emergency kit, functioning jack and handle, fire extinguisher, tool kit, warning triangle, a spare wheel with a properly inflated tyres and an approved first aid kit)
- Safely transport equipment to customer locations in a timely, safe, and courteous manner.
- Perform daily inspections for the assigned or any other vehicles and report to the supervisor accordingly.
- Advise when maintenance of the assigned vehicle is needed at least 3 days in advance.

#### Documentation Update

- Make correct entries into the logbook and ensure proper records are kept of all the spare keys, repairs, equipment (e.g., radios, antennae, etc) and fuel intakes.
- Ensure a proper use of vehicle monthly fuel consumption logs and logbooks regarding mileage (each trip), servicing (service books), fuel consumption and general vehicles condition (vehicles to be always refuelled – full tank).
- Ensure that vehicles are checked daily and weekly (inspection reports), and that they are correctly maintained in authorized workshops. Performance of daily inspections according to the standard form for inspection for vehicles assigned or any other vehicles as instructed.
- Ensures that, third party/comprehensive Insurance, Fire extinguisher Certificates and registration of IFRC vehicles are kept up to date and report immediately to the senior Logistics officer before two (2) week of expiration.

#### Basic Logistics duties.

- Responsible for all reporting/administrative tasks including Fleet reporting and duties within the Department.



- Ensure that vehicle service intervals are closely monitored and that service is carried out in a satisfactory manner.
- Preparation of all necessary documents and worksheets related to financial issues in the Department (invoices for fuel, service, maintenance, repairs, etc.)

#### Duties applicable to all staff

1.	Actively work towards the achievement of the IFRC Secretariat's goals.
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles.
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager.

#### Position Requirements

Education	Required	Preferred
Defensive Driving	X	
O'level education	X	
Basic mechanical training	X	
Fleet management (added advantage)		X
Experience	Required	Preferred
A minimum of 5 years practical experience on the vehicle types for which the driver has the license	X	
Previous experience working for the Federation and/or National Society or a comparable International organisation.	X	
Strong communication, organisational and administrative skills specifically	X	
Knowledge and Skills	Required	Preferred
Valid driving license (manual gears)	X	
Valid international driving license (manual gears)		
Basic mechanical skills to be able to do emergency repairs if necessary		X
Flexible and self-driven	X	
Conscientious, Attention to Detail and Punctual	X	
Able to work under pressure, possible long working hours	X	
Languages	Required	Preferred
Fluently spoken and written English	X	
Good command of another IFRC official language (French, Spanish or Arabic)		X



### Competencies

**Values:** Respect for diversity; Integrity; Professionalism; Accountability.

**Core competencies:** Communication; Collaboration and teamwork; Judgement and decision making; National society and customer relations; Creativity and innovation; Building trust.

### IFRC Disclaimer

*IFRC has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the Red Cross and Red Crescent Movement, including sexual exploitation and abuse, sexual harassment and other forms of harassment, abuse of authority, discrimination, and lack of integrity (including but not limited to financial misconduct). IFRC also adheres to strict child safeguarding principles.*

*If you appointed to or undertake a role within IFRC, whether as staff, staff on loan or secondees, you will be subject to the organisation's Code of Conduct, which is available here and on our website.*

*Note: All offers of employment will be subject to satisfactory references and appropriate screening checks, which include prior professional conduct checks and review of criminal records. IFRC will request a conduct check from all prior employers for a period of 5 years, including but not limited to employers who like IFRC participate in the Misconduct Disclosure Scheme. For more details on the Scheme, please see THE MISCONDUCT DISCLOSURE SCHEME — SCHR.*

### How to apply

Qualified Candidates should submit their application through our website following the below link:

<https://www.ifrc.org/jobs/>

**Deadline is 5<sup>th</sup> /12/2025 at 4:00pm.**

