

SD-H-3  
 Approved by Senior Inspector,  
 Moh/RS/RT/  
 Chaito  
 18/04/2024

**JOB DESCRIPTION**


Position	Driver	Publication Date	18/04/2024
Reference of the offer	Part time	Ending Date	08/05/2024
Location	Juba	Starting Date	13/05/2024
Duration	6 Months	Extension	Subject to
Number of vacancy	1	Type of contract	Fixed term

**About ACTED**

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer-term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, and 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

In South Sudan, ACTED has intervened since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile, and Greater Equatoria regions on the following issues: Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR, and Climate Change.

**Context of the position and key challenges**
**JOB PURPOSE**

Under the direct supervision of the logistics manager/Country logistics Manager, the Driver will be tasked with facilitating and coordinating smooth transportation/movement of all staff and items. This involves ensuring proper maintenance of the assigned vehicle, adhering to ACTED policies & procedures, most importantly Government of South Sudan traffic laws. This position demands a highly motivated, detail oriented individual who will be able to resolve challenges as they arise. Driver will be required to be an active team player who will improve current systems from knowledge and experience.

The incumbent will work during weekend days amounting to 40% part time contract.

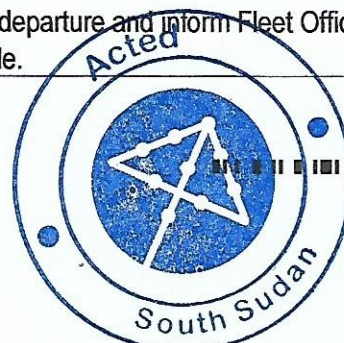
The role involves occasional night shifts and overtime work during week days and official public Holidays.

**Key roles and responsibilities**
**The driver must ensure that;**

- Responsible for pickups and drop offs of staff to and from the office and defined locations.
- Drivers are responsible for the safety of their passengers
- Drivers confirm and guarantee the whereabouts of their assigned passengers if alternate arrangements for their transportation are made.
- If a scheduled passenger is not at the predetermined location, driver must remain at location and report to base immediately.

**Equipment Checklists**
**He must have to see that;**

- Complete daily equipment checklist every morning before departure and inform Fleet Officer of any issues.
- Held responsible for all of the equipment inside their vehicle.





- The drivers must complete daily vehicle maintenance checklist every morning before departure and inform senior driver of any issues.

**Staying with your vehicle- he must ensure that;**

- When in the field, drivers must remain with their vehicles at all times
- When inside ACTED compound, driver must remain within sight of their vehicle during working hours
- When inside Partner Compound, driver must remain near vehicle and capable of radio operation
- During any security situation when outside of ACTED compound, driver must remain in vehicle and ready for reporting and communication until instructed otherwise

**Reporting****Accident Reporting**

- Report any accident involving an ACTED vehicle to Juba (Capital Office) and await further instruction.
- Driver or passenger must complete a SIR (located in vehicle document pouch) at the scene of the accident

**Mechanical and Security Reporting**

- Mechanical Failure (including flat tires) and any relevant Security Situation must also be reported immediately to the transport officer

**Required qualifications and technical expertise**

- Valid South Soudan driver's license;
- Qualified to write logbook and other official documents or any related Field of Vehicle Mechanic and Driving;
- Experience from working as a Driver Mechanic and/or Driver in a humanitarian/recovery context;
- At least 3 years and up to 5 years of experience in working as a Driver Mechanic/Driver in a humanitarian organization.

**Conditions**

- Technical proficiency in vehicle maintenance;
- Excellent knowledge and respect of the South Sudanese Traffic Rules of the Road Safety;
- Good interpersonal skills, punctuality;
- Ability to work effectively in a multi-cultural team;

**How to apply**

Applications Should be submitted in **English**, and attached with a CV with 3 referees, Cover letter, and and copies of qualification documents, Nationality card, copy of valid (General) driving license is a must.

Interested and qualified individuals can apply by submitting their application letters in sealed envelopes to the ACTED Office in **Juba only**, located at plot No 137, block No AXII, Hai Malakal. The deadline for this advert is tied to 08<sup>th</sup> May 2023 by 4pm.

