



Advertisement For Driver Based In Juba

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA wishes to recruit a highly competent, proactive and self-driven individual (**South Sudanese National Only**), for the positions of a **Driver** based in Juba.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

Purpose of the Position:

To provide professional driving, transportation and other logistical support services to the overall NPA Offices.

Duties and Responsibilities:

- Drives and maintains NPA vehicle in a safe manner.
- Ensures that the vehicles under his care is washed and cleaned regularly.
- Monitors breakdowns and report to designated officer for corrective action.
- Ensures that the vehicle is used for officially and approved purposes only.
- Maintains a logbook for all trips travelled.
- Ensures that vehicles are parked in secure places when not in use.
- Ensures that the vehicle has the necessary equipment and tools.
- Makes sure the vehicle service record is accurate and up to date.
- Maintains daily logbook reports.
- Reports any abuse or misuse of the vehicles to Fleet Officer.
- Undertakes daily checking of fuel level, oil level, water level, electrical systems, tyre conditions and pressure, brake and hydraulic fluids and brake system.
- Undertakes preventative maintenance where necessary or report to Fleet Officer where workshop maintenance is required.
- Ensures that the vehicle in use is fully insured.
- Communicates accidents, damages and breakdowns to principal for corrective action.

Desired Qualifications/Skills/Experience:

- Completion of Ordinary Level or Advanced Level of Education
- At least three (3) years' experience working as a Driver with an INGO.
- Possesses valid driving license and necessary personal documents as required under the Traffic laws of South Sudan.
- Certificate in Motor Vehicle Mechanics.
- Ability to drive long distance and work under stressful conditions.

- Competency in English and Arabic are added advantage.
- Ability to adhere to NPA core values and code of conduct and Security Guidelines.
- Willingness to perform other duties as requested by the supervisor from time to time.
- The Drivers are to abide by the policies and personal code of conduct set by the Norwegian People's Aid (NPA) and represents the organisation in a loyal and responsible manner.

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office.

Applications submitted after 12:00 noon on Thursday 22nd August 2019, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant