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Approved by
Inspector
18 JUN 2025
[Signature]

CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Drivers x3
Department:	Support
Location:	Torit
Reports to:	Operations Support Officer
Advert status:	External Advert- (Locally recruited)

JOB SUMMARY

The driver is a key part of the CARE team and needs to be an enthusiastic person who is reliable and experienced with driving in all kinds of terrain. The position holder is expected to have the ability to carry out vehicle maintenance & drive safely as an important part of his/her job

JOB RESPONSIBILITY

Safely Transport of persons and goods

- Transport safely employees and goods as directed by Logistic/Admin Officer
- Always be in possession of a valid driving license and personal identification.
- Respect and observe the Republic of South Sudan traffic regulations, speed limits and adjust speed according to road and risk conditions (for example, when driving in villages or populated areas).
- Observe CARE standard operating procedures for vehicles.
- Observe the manufacturer technical conditions of use for all vehicles.
- Report any accident immediately to line manager and the nearest police station for purpose of insurance claims.
- Ensure safety of vehicles always assigned to you.
- Always ensure passengers wear seat belts.
- Assist to support the logistics department with transports that is both during day and night services.
- Ensuring that visitors or staff from fields will be picked from the Airports in time.
- Ensure vehicles are safe and clear all time.
- Help in process of dropping and picking parcels and docs to and from other agencies respectively as instructed.
- Any other duties assigned by the supervisor.

Vehicle maintenance and checklist

- Conduct vehicle assessment due for maintenance and share with the supervisor.
- Guide vendors during vehicle's assessment and provide recommendation where necessary.
- Conduct basic service.

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Tel: 01110

- Conduct a routine field visit to support motorized asset maintenance.
- Responsible for daily and weekly preventive maintenance and report to the logistics Assistant any problems with vehicles.
- Ensure vehicles are always on full fuel tanks.
- Diligently and promptly update the vehicle movement logbook.
- Furnish the logbook to the logistics assistant and when required to facilitate preparation of monthly vehicle and fuel consumption reports.
- Always ensure the vehicle insurance and licenses are valid before driving any vehicle.
- Alert Logistics assistant when service and maintenance schedules are due.
- Clean the vehicle inside and outside and when necessary/ keep your vehicle clean externally and internally at all the times.
- Perform daily vehicle pre-departure checks to include fuel, engine oil, coolant, lights, tyres, horn, tools and equipment, brakes, windows, and mirrors, etc.
- When a field trip is planned, the driver has to inspect and prepare the vehicle the day before leaving and be ready for scheduled departure time.
- The driver has also to prepare additional materials according to trip needs (for example, additional fuel tank, stickers, flag, medical and food kits, additional spare tyres).
- Conduct daily, weekly and monthly vehicle check.
- Your schedule is subject to change at any time according to the organization needs

Security, communication and miscellaneous duties

- Ensure the vehicle radio communication is in good working condition.
- Maintain regular radio communication with the base station while travelling away from the base. Radio should be always switched on for communications.
- Observe and ensure adherence with security guidelines in the program area of operation.
- Assist Log and Administration Officer and colleagues in gathering security information analysis especially pertaining to routes to be travelled. To advise the Administration on the security of such routes and whether CARE vehicle should travel or not on a given route.
- Carry out other delegated tasks using CARE vehicles. These may range from mail delivery, payment of bills, picking or dropping of staff or visitors and other similar tasks.
- Organize the assigned task in the most efficient and effective manner, so as to minimize vehicle use (fuel consumption, wear and tear).
- Carry out any other duties as requested by the Logistics Assistant and any senior staff.

Required Qualifications

- Secondary school certificate.
- Certificate in Auto mechanics.
- Valid driver's license.
- Ability to speak and write English properly Strong administrative skills to enable the holder to manage and grow an experienced and ambitious team.
- 3 years' administrative experience in an operational function within either INGO, Private or Public Sector
- Ability to lead a team and develop relevant and practical solutions in changing environments.
- Can work independently with minimal close support from the supervisor.
- Good communication skills both oral and written.
- Strong people management skills
- Computer skills in Microsoft Office.
- Language skills: English and South Sudanese Arabic
- Influencing and negotiating skills



Desire

- Relevant professional qualifications in defensive driving and HEAT trained
- Excellent communication, interpersonal and diplomatic skills with strong teamwork skills
- Good record keeping skills.
- Experience working with NGOs
- Two years of experience in similar area.

HOW TO APPLY

The position will be based in Torit. This position is **ONLY open to South Sudanese Nationals**. Opening Date **17th June 2025** and Closing date CARE South Sudan receiving application will be **4th July 2025**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: CARE Juba Head Office, NPA Building 3rd floor, Martyrs Street, Or CARE Field Torit Office.

NB:

- Applications once received are not returnable
- **Female Candidates are Highly encouraged to Apply**

Attention!!!

CARE South Sudan has a **ZERO TOLERANCE** approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

CARE is an Equal Opportunity Employer, promoting Women and Girls, equity and diversity.

