

Vacancy Announcement

DRIVER

CARITAS SWITZERLAND SOUTH SUDAN



Organisation & programme information	<p>Caritas Switzerland (CaCH) is an International Non-governmental Organisation (INGO) which works worldwide and adheres to international humanitarian principles.</p> <p>In South Sudan, CaCH implements a comprehensive recovery project in Torit County to provide basic services that aim for increased resilience among the target population by – among others - improving food security through increased agricultural production and productivity. For the new project “Enhanced Food Security and Economic Empowerment for communities with returnees and IDP’s in Torit, Eastern Equatoria State”, CaCH is currently seeking to recruit a Driver</p>
Position	<p>Driver (1 Position)</p>
Reporting to	<p>Snr.Logistics and Procurement Officer</p>
Workplace	<p>Torit</p>
Starting date	<p>January 2023</p>
Duration	<p>4 months with possibility of extension</p>
Key tasks & responsibilities	<ul style="list-style-type: none"> • Ensure the efficient use of Caritas Switzerland fleet of vehicles • Driving within Eastern Equatoria a to deliver project items and/or staff in different locations to enable them execute their duties. • Maintain the vehicle and that It’s roadworthy, and is not misused. • Ensuring mileage log book is completed for every journey and fuel consumption recorded without failure • Ensuring that all vehicle documents are available in the vehicle. • Re-fuelling the vehicle according to the systems in place. • Assisting with loading and offloading of items/materials when necessary. • Regularly checking and recording all equipment related to the vehicle. Any missing equipment should be reported to the Snr.Logistics and Procurement Officer. • Complying with all relevant Caritas Policies
Essential requirements & qualifications	<p>Education:</p> <ul style="list-style-type: none"> • Driving school certificate and secondary school certificate or equivalent <p>Competencies:</p> <ul style="list-style-type: none"> • Manifest Caritas Switzerland mission, values and guiding principles to help improve the lives of the vulnerable communities we serve . • Makes responsible and efficient use of time , talent, money , assets and natural resources to a achieve plans and goals • Builds and maintains mutually beneficial relationships through solidary • Build the capacity of self , staff and partners to continue learning and innovating to better fulfill our mission <p>Requirements:</p> <ul style="list-style-type: none"> • At least 3 years of experience with INGO in a similar position • Valid South Sudan driving license

- Mechanical knowledge will be an added advantage
- Ability to work well with people from different cultural backgrounds
- Must be Sudanese by Nationality. Excellent working knowledge of English
- Ability and flexibility to understand the cultural, political environment and working well with locals
- Willing to work extended hours and weekends when needed

Language:

- Fluency in spoken and written English
- Fluency in spoken local Arabic
- Knowledge of local languages is an asset

The position is open only for South Sudanese Nationals

Interested candidates should submit the following documents:

- Application Letter
- Copy of certificate(s)
- Curriculum Vitae (CV) with names and contacts of three referees who should be present or former direct supervisors.

DO NOT SUBMIT ORIGINAL DOCUMENTS. IF NEEDED, YOU WILL BE PERSONALLY REQUESTED TO DO SO.

Hand deliver your application to Caritas Switzerland Office in Torit with the envelope clearly labelled To: Human Resources, Caritas Switzerland, ***the latest by 13th December, 2022***

Female candidates are strongly encouraged to apply.

Only shortlisted candidates will be contacted.

Caritas Switzerland reserves the right to cancel the recruitment process.

Website

www.caritas.ch

