

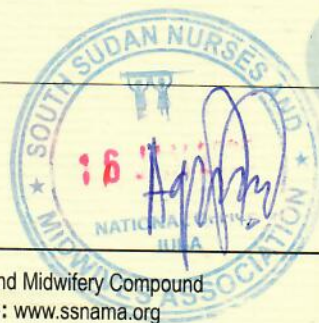
# SOUTH SUDAN NURSES AND MIDWIVES ASSOCIATION

*A Heart For A Better Healthier Nation*

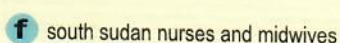
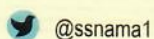
## Vacancy Announcement Driver

DATE: 16<sup>th</sup> January. 2025

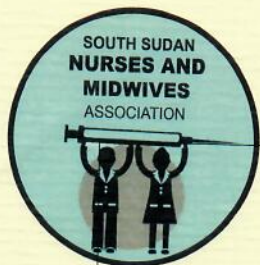
<b>Organization and Program Information</b>	<p>The South Sudan Nurses and Midwives Association is a Professional body for Nurses and Midwives in South Sudan. This Association was established in 2011. One of the main objectives of the Association is to strengthen the provision of quality health care services for increased access of individuals, families, and communities in South Sudan.</p> <p>The Association attracts membership from any Registered Nurse and/or Midwife working in the Republic of Southern Sudan.</p> <p>In keeping with its career development program an opportunity has risen for a Driver to join SSNAMA in delivering a safe and high-quality Nursing and Midwifery Care to the people of South Sudan.</p>
<b>Position</b>	<b>Driver</b>
<b>Work Place</b>	<b>Juba, with occasional travels within South Sudan to SSNAMA Chapters</b>
<b>Starting date</b>	<b>ASAP</b>
<b>Duration</b>	<b>3 months renewable contract based on satisfactory performance and availability of funds.</b>
<b>Key Tasks &amp; responsibilities</b>	<ul style="list-style-type: none"><li>• Ensure safe and responsible operation of organization's vehicle to transport passengers, goods or materials to designated locations.</li><li>• Adherence to traffic laws by following traffic laws, regulations and SSNAMA policies while driving and ensuring passenger and cargo safety.</li><li>• Perform routine checks and maintenance to ensure Vehicles and Generators are in good working condition.</li><li>• Coordinate relevant clearances of and for, personnel, vehicles, cargo to ensure efficient movements/travels</li><li>• Ensure timely servicing and refueling of Vehicles and Generators when necessary and required.</li><li>• Ensure the proper use of organizations' generators and solar system</li><li>• Coordinate renewal of all relevant documents such as Logbooks, Insurance, road user permits, Licenses etc.</li></ul>



Office address: Juba Teaching Hospital, Juba College of Nursing and Midwifery Compound  
Tel: +211(0) 922 200 210 | Email: [info@ssnama.org](mailto:info@ssnama.org) | Website: [www.ssnama.org](http://www.ssnama.org)







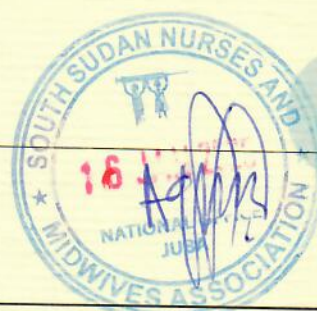
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- Plan and follow the most efficient routes for timely deliveries and efficient passenger movement, considering adherence to traffic rules/laws and understanding weather conditions.
- Maintain accurate records of Generators, vehicles mileage, trips, fuel consumption and any incidents or accidents (waivers) that occur during duty.
- Coordinate with dispatchers, supervisors or clients to communicate arrival times, delays or other relevant information of personnel and cargos.
- Adhere to Organization policies, safety standards and relevant transportation regulations.
- Ability to work flexible hours, including evenings, weekends, or holidays, depending on employer's needs.
- Ensure safety of Generators and vehicles including during parking whilst considering safe storage of car keys, generator house keys, and store keys when required.
- Ensure submission of necessary fleet, Assets, and warehouse/inventory reports on weekly, bi-weekly, monthly or quarterly basis when required.
- Ensure timely initiations, preparations, submission, and monitoring of Purchase Requests (PRs) when required.
- Support in store/warehouse activities of receipt, storage, issuance and dispatch when required.
- Supports the Logistics and Procurement department with administrative roles of booking cargo, organizing documents, printing and photocopying, filling and other supports needed.
- Performs any other role assigned by the supervisor or any Senior Management Team (SMT) member.

## Education and Certifications.

Completion of Secondary School Education and Technical or College Education in Driving and Mechanics is highly required. Certifications in any or combination of Basic Assets management, fleet management, and warehousing is desired.



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south sudan nurses and midwives





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## Skills and experience

- At least 3 years of experience in driving, fleet related activities, and warehousing for a reputable National Organization or an International Organization will be of added advantage.
- Valid driver's license and extensive driving experience with clean driving record.
- Desirable computer knowledge and skills in MS excel and Word.
- Proactive with good communication, and writing skills, and the ability to Multi task, meet deadlines, handle pressure, and embrace cultural diversity as well as posses' humility, self-awareness and good leadership skills.
- Good knowledge of Toyota Land Cruiser vehicle and Carter pillar Generators.
- Proficient in English and Arabic Languages
- Knowledge and understanding of basic Humanitarian organizations policies and procedures
- Flexible, honest, trustworthy and a team player with strong planning and organizational skills capable of paying attention to details and adaptable to the needs of the team and organization.

## How to apply

Interested candidates who meet the requirements are encouraged to send their application letter and updated CV with copies of certificates and contact details of work related referees. Please quote the position.

Applications should be addressed to the Human Resources, South Sudan Nurses and Midwives Association (SSNAMA). Hard copies will be dropped at South Sudan Nurses and Midwives Association (SSNAMA) Office at Juba Teaching Hospital/JCONAM Compound or through email [recruitment@ssnama.org](mailto:recruitment@ssnama.org)

**NOTE: Due to the urgency of the position, applications will be reviewed on rolling bases.**

**The closing date for submitting applications is 14<sup>th</sup> February 2025. Only short-listed candidates will be contacted.**



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