

VACANCY ANNOUNCEMENT**SCOPE OF WORK****TITLE:****DURATION OF CONTRACT:****LOCATION:****SUPERVISOR:****Driver**

First contract to end September 30, 2022, likely renewable

Multiple locations (Leer, Akobo, Pibor and Kapoeta)

Regional Program Manager (RPM)

**Project Background:**

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan. Shejeh Salam will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair, and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam will primarily program in Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria regions, although geographic focus may shift.

Position Summary:

Under the general guidance of the Regional Program Manager, the Driver will provide safe transport and logistics services for DT Global South Sudan/Shejeh Salam Activity in Unity State, Jonglei State and Greater Pibor Administration Areas. The driver will adhere to all traffic laws and DT Global South Sudan/Shejeh Salam activity safety rules, transport guidelines, and policies. The driver will work in close collaboration with the fleet manager and operations staff in Juba for technical supervision. He or she may also be required to conduct trips outside his or her primary duty station in support of Shejeh Salam Activity implementation in the region.

Duties and Responsibilities:

- Drive an assigned project vehicle defensively and adaptively
- Maintain vigilance to ensure safety and avoid danger
- Responsible for always keeping vehicle clean
- Perform the daily and weekly safety and maintenance checks for his or her assigned vehicle, as described in the Logistics and Operations manual or as directed by the supervisor/fleet manager
- Adhere to all traffic laws and DT Global South Sudan/Shejeh Salam security and safety procedures in driving, including the prescribed proper placement of safety equipment (first aid kit, fire extinguisher); limiting speeds to between 60 and 100 km depending on road conditions, taking smoothest roads reasonably possible, and other points contained in the Logistics and Operations Manual or as prescribed by the supervisor.
- Responsible for monitoring when the assigned vehicle needs service (both as required per the vehicle's owner's manual and as needed). Ensure that service records are updated and regularly provide the Fleet Officer in Juba Office with service records
- Update the vehicle logbook on a daily basis (movement, refueling, services and repair) and send to Fleet Officer on a monthly basis.
- Provide data for the monthly report for fuel and vehicle maintenance (quantity of fuel, kilometers driven during the month, service/repair done)
- Assist in other operations and logistic duties as assigned by the RPM, Fleet Officer, or Logistics Director (e.g., office maintenance, purchase, transport of goods, errands)

Key Position Competencies and Experience

- Hold a valid driver's license.
- Minimum of three (3) years' experience as a driver for an international organization, non-governmental organization, or implementing partner.
- Demonstrates ability to maintain vigilance to ensure safety and avoid danger.
- Mechanic's skills are an added advantage.
- Communicate proficiently in English (oral and written), as well as at least one of the wider vernaculars spoken in the respective locations such as Nuer in Leer Unity State, Nuer in Akobo Jonglei, Murle in Pibor Administrative Area, and Toposa in Kapoeta Eastern Equatoria State while Arabic is an added advantage.
- Excellent knowledge of the geographical features of the surrounding areas of operations within and out of duty station.
- Be proactive, able to work cross-culturally and is trustworthy.

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

Application Process:

To apply, please send your CV and Letter of Motivation as **one single document** to shejehsalam-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, December 20, 2021, at 09:00AM, CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan/Shejeh Salam is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

