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| **JOB TITLE: Driver**. | |
| **DIVISION / DEPARTMENT / LOCATION: Rumbek** | **JOB FAMILY: Logistic** |
| **SALARY: 433 -533 USD** | **LEVEL:** F Zone 1  **DURATION: 12 Months** |
| **OXFAM PURPOSE:** Oxfam works with other to overcome poverty and sufferings.  **TEAM PURPOSE:To ensure that Oxfam’s achieves its longer-term programme objectives in Western Lakes Rumbek.**  **JOB PURPOSE:** To facilitate and coordinate smooth transportation/movement of all staff and goods in Western Lakes Rumbek. This includes ensuring proper maintenance of the assigned vehicle, adhering to Oxfam policies and procedures and South Sudan traffic laws. | |
| **REPORTING LINES:**  **Post holder reports to: Admin/Logistic Assist**.  **Staff reporting to this post: N/A** | |
| **BUDGET RESPONSIBILITY:** N/A | |
| **DIMENSIONS:**   * Carry out duties laid down by its Manager/Supervisor * To be Responsible for use of Equipment Vehicle under direct supervision * Carry Out driving as per Oxfam driving and Vehicle use policy * Ensure that staff safety standard is applied on daily basis according to guidelines * Required to give straight forward information to Supervisor or Manager | |
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| **SKILLS AND COMPETENCE:**   * Minimum Secondary School Certificate * Ability to write and speak English Language and local Arabic. * Basic Vehicle Maintenance and Services Checks. * Valid Driving Lenience * Sound driving skills and experience * Ability to Plan effectively * Ability to write basic Mechanical report and Radio Operation * Ability to prioritised Work. * Ability and willingness to travel and work in remote areas * At Least Three Years’ experience driving NGO Vehicles | |
| **Responsibilities:**  **1.**Ensure all the vehicle or the one he is designated work properly  2.Report repair needed on time to ensure timely handling of repair of all the logistic function  3.Driving staffs during implementation of project  4.Facilitating field staff’s movement to field and within town in handling administrative related duties  5.Ensure maintenance and service of the vehicle are done on timely manner.  This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate the achievements of the key responsibilities in accordance with the Performance Review process | |
| **Date updated: Jun 2020** | |