

MSF Switzerland (MSF-CH)  
**JOB VACANCY – HEAD OF DRIVERS**

*Médecins Sans Frontières* (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **6 months of Fixed Term Contract and Trial Period of 3-months**.

**Position: Head of Drivers**

**Number of Vacancies: 1**

**Location: Mayen Abun, Twic County**

**Scope of responsibilities:**

Coordinating and controlling the operation of vehicles in one location according to traffic regulations and MSF security rules and ensuring that the team of drivers perform properly their duties to ensure an adequate, efficient and safe transport of goods and people.

**Main tasks:**

- Transporting MSF personnel and material ensuring their safety.
- Supervising the team of drivers and monitoring and evaluating their performance, ensuring compliance with all rules, safety regulations and MSF instructions, as well as the maintenance and service of their assigned vehicles which includes preparing and overseeing the drivers' work schedule, ensuring daily and weekly checks of vehicles and the correct filling in of administration and vehicle logbook;
- Performing monthly checks of the vehicle inventory, documentation and first aid kit together with the responsible driver and conducting a driving test for all new drivers. Performing regular drivers' assessments.
- Coordinating and supervising the associated resources (drivers) and fleet management to ensure adequate service in terms of organizing availability of drivers, vehicles to drive, duty rosters and replacements in case of absence, and fuel control. Organizing training courses for drivers
- Checking and ensuring that safety procedures are met in vehicles to ensure that transportation is in the best conditions of safety for travelers.
- Reporting any problems with the vehicles (mechanical, accidents...) to the line manager / technical referent as well as preparing monthly reports on services, spare parts, consumption, etc. of each vehicle.
- Ensuring maintenance on the fleet of vehicles to be in perfect working order and that cars are serviced at the desired time to ensure good use of it and be able to deliver services.
- Looking after all equipment related to vehicles and driver. Ensuring the proper use of radios in vehicles, numbers and codes, according to MSF protocols and procedures in place.

**Recruitment criteria**

**Education:**

- Essential literacy, driving license and basic mechanic skills

**Experience:**

- Minimum 2 years of previous experience as a driver

**Languages:**

- Fluent in English and Dinka language essential

**Skills:**

- Essential experience with 4x4 vehicles and able to drive manual gear vehicle.
- Knowledge of Radio communication and international codes.
- Knowledge of basic mechanics
- Knowledge of basic Excel and Word Skills

**Competencies:**

Results orientation, teamwork, flexibility, commitment, stress management, People Management

## How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. **The deadline is no later than August 4, 2024 at 5:00pm.**

<https://bit.ly/Head-Driver>



Only short-listed candidates will be contacted.

Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline

*The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the **Twic HR Manager** at the **MSFCH office** in **Mayen Abun**.*

**No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.**

**MSF reserves the right to refuse to hire a candidate who has benefited from such acts.**



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19.7.2024