



Plan International
 South Sudan
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50.11.3
 Approved by
 [Signature]
 9/6/2021

**PLAN SOUTH SUDAN
 JOB ADVERT**

Plan is an International Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of its employees and others who work with it have children’s best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies One (1)

Job Title	:	Driver
Grade	:	B
Tenure	:	Six (6) months
Department	:	Safety and operations
Reports to	:	Fleets officer
Location	:	Juba

I. Job Summary

Under the supervision of the fleets officer, the incumbent drives an assigned Plan vehicle within and outside Plan operational areas on official assignments with Plan staff, partners, visitors and or program materials. He/she ensures safety, security and ease of movement of people and materials.

II. Key End Results and Typical Responsibilities

- Ensure that all parts of the vehicle are working correctly every day.
- Accidents caused by poor vehicle maintenance are prevented.
- Ensure that all passengers feel comfortable, safe and respected when riding in the assigned Plan vehicle.





- Take responsibility to ensure that vehicle use is always authorized and logged correctly.
- Handle, drive and park the assigned Plan vehicle in a professional manner.
- Adhere and fully respect Plan fleet management policy and standard operating procedures (SOP).
- Obey all traffic laws of South Sudan and understand the importance of defensive driving.
- Maintain an updated vehicle logbook and always present it to the appropriate authority when requesting for fuel.
- Effectively perform any other official duties assigned by management.

III. Dealing with Problems

- The holder of this post will drive in very difficult rough terrain sometimes for long hours.
- The driver must ensure the safety of all passengers and luggage and must always carry tools in the vehicle to get the vehicle moving in case of minor breakdown on the road.

IV. Communications and Working Relationships:

Internal:

- Line manager
- Logistics and procurement Officer
- Country office and field office team members

External:

- Mechanics
- Partners
- Visitors



V. Knowledge, Skills and Behaviours Required to Achieve Role's Objectives:

Knowledge

- Secondary level education.
- At least three years of related work experience;
- Knowledge of vehicle movement logging
- Good understanding of Plan's Fleet policy and SOP
- Basic speaking, writing and reading in English.
- Understands Plan values and ethics
- Must be a resident of Malakal
- Knowledge of the local language used in the area will be an added advantage





Skills

- Basic vehicle mechanic skills
- High concentration on task
- Identifies areas of improvement and problems in own work and brings them to the attention of co-workers and supervisor.

Behaviours

- Maintains a clean and respectful appearance (self and vehicle)
- Interacts with others in a respectful manner, and reacts constructively to performance feedback from supervisor and other staff members.
- Takes a positive and constructive approach to daily work activities.
- Maintains confidentiality and security of information
- Remains calm and positive under pressure and in difficult situations
- Compliance with Codes of Conduct of Plan operations
- Demonstrate defensive driving behaviour on the road
- Abides by Plan regulations, procedures and policies.
- Accepts ownership of and responsibility for own work.
- Compliance to codes of conduct of Plan operations (including Child Protection policy)

All applications marked on the right hand corner of the envelop "Application for the Position of Driver should be addressed to:

The HR & OD Business Partner

Plan International South Sudan Country Office

Hai Jerusalem

Juba

All applications should be submitted to Plan International Juba Office

The closing date for receipt of applications is before close of business on 28th June 2021.

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are strongly encouraged to apply.

Note: Applications once submitted are not returnable. Only short listed applicants will be contacted.

