



## JOB VACANCY - INTERNAL & EXTERNAL

<b>Job Title:</b>	Driver (1)
<b>Department:</b>	Logistics
<b>Reporting to:</b>	Logistics Officer
<b>Base Location:</b>	Yei
<b>Duration:</b>	12 months with possibility of extension

### Organizational Background

**Facilitating Action for Community Empowerment (FACE)** is a national, non-profit, and non-governmental organization legally established and registered in 2015 (Certificate No. 298) with the South Sudan Ministry of Justice. FACE was further registered on 7th September 2015 with the South Sudan Relief and Rehabilitation Commission (SSRRC) under Chapter 3, Section 10 of the NGOs Act, 2016, granting it legal status to operate in South Sudan.

**Mission:** FACE is committed to strengthening community capacity to address socio-economic and development challenges through the promotion of good governance and democracy, protection, emergency response, Food Security, livelihoods, climate change adaptation, and Education

**Vision:** Resilient and sustainable communities.



## **Project Overview.**

**FACE** with Funding from Mastercard Foundation is implementing Pathways to Empowerment (P2E) project which is an initiative led by War Child Canada in collaboration with other partners.

The programme operates in 13 refugee-hosting locations across eight States and one Administrative Area in South Sudan. P2E empowers refugees and displaced persons (**RDPs**) to pursue secondary education and build market-relevant skills – from work readiness and vocational competencies to entrepreneurship and employability. By strengthening access to learning and opportunity, the programme tackles the urgent challenges facing young people in South Sudan's fragile and service-constrained environment, helping them unlock pathways to dignity, resilience, and economic inclusion.

## **Key Responsibilities**

- Transport authorized personnel, guests and cargo efficiently while complying with local traffic laws and FACE Security and safety
- Perform daily checks (oil, water, tires, brakes, battery) and ensure the vehicle is clean, fuel and in good working condition. Report maintenance needs immediately to the supervisor
- Maintain accurate vehicle logbooks, recording mileage, fuel consumption, destination and passenger details for every trip.
- Assist in delivering mail, purchasing office supplies, and helping with field cargo loading/offloading or administrative task as assigned.
- Adhering to security protocols, including wearing seat belts and securing vehicles at all times
- To observe FACE rules not to carry unauthorized passenger.
- Drive the daily assigned FACE vehicle on the route/trip instructed by the logistics department according to the weekly movement plan.
- Report any accident, damages or other needs vehicle (lubricants, fuel, routine service) of the vehicle
- Change tires and repair the spoiled one when needed
- Perform any other clerical work as required



### **Minimum Qualifications/Experience**

- Secondary School Certificate and certificate in mechanics is an added advantage
- Possess South Sudanese valid driving licence and a certificate in a recognized Driving School.
- 2-3 years of work experience in the same position with recognized NNGO or INGO.
- Must know how to operate a 4WD vehicles and experience in operating on rough roads.

### **Desirable skills and Knowledge.**

- Must know how to record mileage of trips.
- Strong communications and interpersonal skills
- Ability to work with diverse cultures and in remote and stressful environment.
- Fluent in English and Arabic language.
- Understanding of the humanitarian principles
- Ability to work with minimum supervision and taking accountability.
- Strong analytical skills and good problem solving.

### **Policy Compliance.**

- FACE **has zero tolerance** to PSEAH, any violation of child safeguarding and the vulnerable community members.
- Any forms of violation of PSEAH and Safeguarding policies must be reported through FACE reporting channels. Therefore, any person accused of misconduct will be suspended and perhaps disqualified from running FACE programs.



### How to apply

Interested and qualified candidates must submit their applications by email to [jobs@facesouthsudan.org](mailto:jobs@facesouthsudan.org) or hand delivery to FACE Offices in Yei and Juba at **Rock City** Residential Area next to the Football playground **not** later than **19<sup>th</sup> Mar 2026**. Addressing to Human Resource Department FACE Juba, South Sudan.

**Note:** Applications received after the dateline will not be considered.

Please provide the following when applying for this post: Updated CV, Cover letter, Copies of your academic qualification and National ID. Indicate clearly the position you are applying for on the Envelope.

**DO NOT** attach your original academic documents.

### Other information

**Note** due to the urgency of this position, all of application will be screened on a rolling basis. In this case, FACE reserves the right to shortlist before the closing date.

**This position is open for South Sudanese Nationals ONLY**  
***"Female candidates are highly encouraged to apply"***  
**Only short-listed candidates will be contacted for interviews.**

