



IntraHealth/CDC SI Project – South Sudan-Juba

Vacancy Announcement

Job Title : Driver
Location : Juba, South Sudan
Contract Type : Regular dependant on funding
Supervisor(s) : Logistics and Administration Officer
No. of Post : 1 post
Duration : Regular with 3 months probationary period
Application Deadline: 7th August 2020
Start Date : ASAP



Background:

IntraHealth International, Inc. is a US based NGO with offices in over 30 African countries including South Sudan. Currently, IntraHealth is implementing four successful U.S government funded projects in South Sudan. With funding from US Centers for Diseases Control and Prevention (CDC) and in collaboration with Government of South Sudan Ministry of Health (MOH), South Sudan AIDS Commission, IntraHealth is implementing Strengthening National Capacity for Integrated HIV/AIDS Health Data Collection, Use, and Dissemination in Support of an Evidence-based Response in South Sudan under the President's Emergency Plan for AIDS Relief (PEPFAR) project.

PRIMARY RESPONSIBILITIES

The Driver is responsible for driving and maintaining the assigned organization vehicle. S/he will ensure the safety of the vehicle at all time and ensure that it is clean in usable condition. S/he will ensure timely reporting of any issues with the vehicle and provide reports of the vehicle condition to the supervisor on regular basis. S/he will report to the Logistics and Administration Officer.

Essential functions/tasks

- Drive the organization vehicle to official destinations
- Wash and dust the car on daily basis
- Perform daily pre-trip checks and reports on all its operations (oil and water checks, fuel level, adherence to traffic regulations, storage safety) and report any other related issues to the administration and logistics officer.
- Perform basic mechanical maintenance of the motor vehicle.

- Keeps a vehicle log showing daily movements in terms of miles, destinations, time of departure and arrival.
- Ensure the vehicle is serviced at the approved dealers as per the service card.
- Ensure that the vehicle is parked at the official premises or other approved premises at the close of business each day.
- Make notes and informs the Logistics and Administration Officer about expiry of road license and insurance and any other requirements 30 days in advance.
- Reports to the Logistics and Administration Officer immediately should an accident or vehicle failure occur.
- Ensures that office generator is started every morning and switched off at end of every business day.
- Checks the office generator before starting to ensure there is fuel and supports in topping up fuel whenever fuel in the generator is low.
- Assists the program with logistics at training site which include packing and unpacking of training materials, setting up the training equipment and arranging training materials.
- Supports the logistics and Administration officer and program staff in photocopy and binding of documents.
- Provides all delivery services required by the office.
- Performs other duties as may be assigned.

Required qualifications and experience

- Minimum of Sudan/South Sudan School Certificate or Ordinary level certificate.
- Valid driving license
- Current certificate of good conduct
- 3 years or more accident free continuous driving during the last 5 years prior to employment.
- Demonstrable experience/Certificate in defensive driving
- Good written and oral communication skills in English and Arabic
- Familiarity with geographical area of Operation
- Demonstrated experience in vehicle care and maintenance (a certificate would be an added advantage).

Working conditions/physical requirements

- Comfortable working with government partners
- Employee wears semi-business attire
- Position may require travel to the field
- Requiring lifting of up to 8 kilos occasionally or as needed.

Competencies

- **Client Relationship Management** - Knowledge and ability to determine and satisfy client needs (internally and externally) and maintain partnering and productive relationships during engagements.
- **Accountability** - Holds self and others accountable for all work activities, research and personal actions and decisions.



- **Effective Communication (Oral and Written)** - Understands effective communication concepts, tools and techniques; ability to effectively transmit; explain complex technical concepts in simple and clear language.
- **Planning and Organizing** - Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- **Interpersonal Relationships** - Knowledge of and the ability to effectively interact within and across Directorates, Departments, programs in a constructive and collaborative manner.

Salary: Salary for the position will be negotiated according to qualifications and relevant work experience.

Application Procedure

Interested candidates should apply to Country Representative, IntraHealth International by sending their Letter of Interest and CV to: Recruitment-SS@intrahealth.org **by 17:00 hrs Juba Time before or on 7th August 2020**. Hand delivery of applications shall not be received, Kindly send your CV and credentials to the address above

