



VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Driver –Juba Base 01** position

Position open date: **January 7, 2022**

Closing date: **January 21, 2022**

Expected Start date: **February 1 2022**

Contract Duration: **1 year with possibility of extension**

Location: **Juba**

TASK & RESPONSIBILITIES

The Driver will be primarily responsible for safely transporting Action Against Hunger employees or freight according to the planning or the directives of the base Logistics Officer or Head of Base with due caution and courtesy. She/he to ensure that assigned vehicle is cleaned, ready with reasonable quantity of fuel and basic supplies for operations and field trips at all times. All driving activities must be conducted in line with ACF-USA policies and procedures and according to any applicable donor, HQ or field guidelines.

1. Safely transporting ACF-USA personnel, goods and equipment

- ❖ Be in possession of all necessary individual documentation (driving license, passport, order of mission, etc.) and vehicle documentation
- ❖ Regularly check the validity of vehicle documentation (insurance, licenses etc.)
- ❖ Report any accidents immediately to the nearest police station for the purpose of insurance claims, and to the logistics department
- ❖ Respect the South Sudan traffic regulations and rules
- ❖ Ensure that the passengers adhere to the traffic rules and regulations e.g. wearing seat belts etc.
- ❖ Adjust the speed according to the ACF rules while driving and respect other road users
- ❖ Respect Action Against Hunger Standard Operating Procedures for vehicles
- ❖ Respect the manufacturer technical conditions of use for the vehicle
- ❖ Observe the carrying limits of the vehicle following the manufacturer specifications and ACF regulations

2. Maintenance and check list for field trips:

- ❖ Repair minor technical problems on the vehicle assigned and to report to the Logistics department whenever there are serious breakdowns or mechanical faults
- ❖ Perform the daily vehicle pre-departure checklist and weekly checklist mentioned in the logbook and in ACF vehicle manual
- ❖ Clean the vehicle inside and outside (seat belts, under the carpet, seats.) regularly
- ❖ Conscientiously reports information on the logbook and fuel logbook (trip details, Kms, fuel intake, mechanical problems etc.)
- ❖ Request for ACF required vehicle stickers once the ones on the vehicle are torn/worn out

- ❖ Check that the items mentioned in the logbook are in the vehicle when leaving. Ensure that recovery tools are in the car before departure to the field

3. Assist in loading and offloading:

- ❖ Assist in picking supplies from other partners like WFP, IOM, UNICEF and Logistics cluster
- ❖ Assist during the packaging, loading and offloading of small quantity goods from the warehouse
- ❖ Submit shipping/transportation documents to the warehouse person's i.e. waybills, Delivery Notes etc. that accompany the cargo/supplies during transportation.
- ❖ Assist in delivery or booking of cargo to UNHAS/MAF and other Charter companies.

4. Miscellaneous duties:

- ❖ Help expatriates or national employees whenever required
- ❖ Being on duty during weekend and after official work hours by rotation when required

REPORTING RESPONSIBILITIES

- ❖ Support the Logistics Assistant to prepare fleet report and clarify information recorded in the logbook, when needed
- ❖ Ensure that all movements and trips are clearly and properly recorded in the vehicle logbook for ease of reporting

POSITION REQUIREMENTS

QUALIFICATIONS

- ❖ Primary leaving/high school or technical school certificate
- ❖ Minimum 3 years driving experience, preferably in a Humanitarian sector or commercial environment highly regarded

SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none"> ❖ Good driving skills with three years driving experience with INGO and with valid driving permit ❖ Knowledge of defensive driving techniques sufficient to exercise special precaution and take corrective action to protect passengers ❖ Mechanical ability to identify vehicle malfunctions and perform minor repairs and maintenance ❖ Ability to read, write and speak in English, Arabic and local dialects ❖ Ability to see clearly and farsighted
PREFERRED	<ul style="list-style-type: none"> ❖ Willing to work occasionally during evening hours, weekends and to carry out field visits at short notice if required ❖ Previous experience working with INGO or UN agencies in similar or related role is preferred ❖ Teamwork spirit and flexible

Gender Equality Commitments

- ❖ Fostering environment that supports values of women and men's equal access to information.
- ❖ Provides an environment where women and men must be promoted based on the performance objectives.
- ❖ Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- ❖ Value and respect for all cultures.
- ❖ Promote and uphold the PSEA policy and procedures

To apply, please! Send your cover letter and CV with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Driver –Juba Base:** as the tittle of your email.

The deadline for applications is **Friday January 21st, 2022 at 5:00pm.** We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contacted.

"Hand deliver the hard copies of your Applications to our Office in Juba Located at Hai Cinema Next to ECS Church near Windle Trust Office.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"



07/01/2022