



Job Opportunity

Job Title:	Driver
Duty Station:	Juba, South Sudan
Organization:	National Education Coalition
Contract Type:	Contract
Reports To:	Logistics Officer/Admin
Duration:	8 months



50. H3
25-02-2026

Position Summary

The Driver provides reliable and safe driving services to support the operations of National Education Coalition (NEC). The incumbent ensures the proper use, maintenance, and documentation of assigned vehicles in accordance with organizational policies and local traffic regulations. The Driver may also support logistical and administrative tasks as required.

Key Responsibilities

1. Safe Transportation Services

Provide safe, timely, and efficient transportation of staff, consultants, officials, and visitors. Transport documents, equipment, and other items as required. Ensure compliance with local traffic laws and organizational safety standards. Maintain confidentiality and professionalism at all times.

2. Vehicle Management and Maintenance

Conduct daily vehicle inspections (fuel, oil, water, brakes, tires, lights, etc.). Ensure vehicle cleanliness at all times (interior and exterior). Maintain accurate vehicle logbooks, fuel records, and maintenance schedules. Arrange routine servicing and report mechanical issues promptly. Ensure vehicles are equipped with required emergency and safety tools.

3. Administrative and Logistical Support

Assist with basic administrative tasks such as filing, photocopying, or document delivery. Support airport pickups/drop-offs and official delegations. Assist in coordinating vehicle movements when required. Provide support during field missions or emergency deployments as needed.

4. Compliance and Security



Follow security protocols and procedures established by the organization.
Immediately report accidents, incidents, or security concerns.
Ensure all vehicle documentation (insurance, registration, permits) is valid and up to date.

Qualifications and Experience

Education

Secondary school diploma or equivalent required.

Defensive driving certification is an asset.

Experience

Minimum [3–5] years of professional driving experience, preferably with an international organization, embassy, NGO, or corporate entity.

Experience driving in urban and rural/field environments.

Accident-free driving record preferred.

Skills and Competencies

Valid driver's license appropriate to vehicle category.

Good knowledge of local roads and traffic regulations.

Basic mechanical knowledge.

Strong sense of responsibility, punctuality, and integrity.

Ability to maintain confidentiality and professionalism.

Good communication skills.

Should be able to ride a motorbike

Basic written and spoken English (or relevant working language of the organization).

Core Competencies

Accountability

Teamwork

Respect for diversity

Professionalism

Client/service orientation

Safety awareness



Working Conditions

May require extended hours or weekend work.

May require travel to field locations with varying road conditions.

Must be medically fit to drive and perform duties

. 5. Protection from Sexual Exploitation and Abuse (PSEA)

PSEA means any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or otherwise from sexual exploitation of another. NEC is committed to the protection of any person from sexual exploitation and abuse, and requires that all staff respect this policy.

Any person working for, or representing NEC must respect the rights and dignity of the individuals and communities in which the staff serves. In upholding these rights, the staff will promote an environment free of sexual exploitation and sexual abuse.



The staff shall refrain from, and shall take all appropriate measures to prevent the occurrence sexual exploitation and abuse. The staff shall not engage in the exchange of any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person.

The staff acknowledges and agrees that the provisions hereof constitute an essential term of the contract and that any breach of this representation and warranty shall entitle NEC to terminate the Contract immediately upon notice to the staff, without any liability for termination charges or any other liability of any kind.

How to Apply

Interested and qualified candidates are invited to submit their application, including:

A detailed Curriculum Vitae (CV),

A compelling Cover Letter, and

Copies of relevant academic and professional certificates.

Please submit your application to the NEC online to hr@nec-ss.org or hard copy to the NEC office at Complex Building of Catholic Archdiocese of Juba (Curia), 3rd Floor-Right Wing, St. Joseph Parish Opposite Juba Teaching Hospital, Juba.

Submit your application no later than 16th March 2026. Any Application submitted after the deadline will not be considered.

The National Education Coalition is an equal-opportunity employer and is committed to diversity and inclusion in the workplace. We encourage applications from all qualified individuals

