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Approved by  
Inspector of  
Labour  
13/9/2023  
*[Signature]*



***Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so***

**Building Brighter Futures for Vulnerable Children**

## **JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**Job title:** Workshop Mechanic  
**Reporting to:** Fleet Coordinator  
**Location:** Juba  
**Availability:** As soon as possible

### **Purpose of the position:**

The Auto Mechanic will work across areas of operations to ensure Effective and timely repair and maintenance of WVI vehicles based in Juba with Periodical support to the Zonal offices.

Plan for fleet service, maintenance and track all documentations for accountability purposes.

### **ROLES AND RESPONSIBILITIES:**

- Conduct repair and maintenance services on WVI Owned Equipment including Light, Medium, and Heavy vehicles in accordance with manufacturer specifications.
- Conduct vehicle inspections.
- Carry out routine/emergency, electrical and hydraulic repairs, and maintenance on the above.



- Check/Installing Car log where required, downloading data/updating vehicle Car log system following maintenance.
- Ensure workshop is adequately equipped with safety tools/equipment, and they are always employed.
- Assist with documenting of vehicle maintenance and repair, assigning spare parts.
- Teach and share the experience with national colleagues to develop their work performance and professional skills in the respective area.

### **Policy implementation**

- Implement stringent measures to enforce policies on the control, use and management of workshop tools. To setup and maintain a clear record of all equipment. Only WVI fleet equipment granted for repair and maintenance unless approval attained from management to offer services to partners or government counterpart.

### **Safety & compliance**

- Ensure Health and safety measures are in place in relation to vehicles and equipment at the workshop
- Investigate all fleet accidents, service irregularities and operational status and make appropriate recommendations

### **Staff Supervision**

- Provide direct support to workshop subordinates
- Ensure effective performance management processes according to WV policies are implemented

### **Performance Management**

- Maintain service records, prepares repair assessment reports, write reports, and submits them to the fleet focal Person in accordance with the established WVI repair procedures
- Determine vehicle write-off cases in accordance with the established procedures.

### **Qualifications/Education/Knowledge/Technical Skills and Experience.**

- Minimum of Technical/Vocational Diploma in Motor Vehicle Mechanics, Auto-Engineering or in a related field.
- At least 4 years of experience in an established motor vehicle workshop - specializing in automotive electrical equipment servicing. Training in Automotive electrical



troubleshooting and repair, Vehicle Body Repair, Heavy equipment / Diesel Engines repair, Preventive Maintenance, and/or other related areas is required.

- He/she should have previous relevant experience working in or with a Transport department, preferably within the same industry. He/she should have years of experience in the mechanical industry with demonstrated capabilities. Mechanic Assistant candidates must have completed early experience in auto Vocational training and have Fleet Driving background with good knowledge of fleet assets part names and numbers.
- Should have knowledge in the use of automotive electronic diagnostic tools .
- Should have knowledge in operating various models of vehicles /equipment, Light Vehicles, Special Purpose vehicles, Material Handling Equipment, Ground Support Equipment, and Heavy Transport Equipment is desirable.
- Must have Commercial Driver's License or another relevant vehicle or machine operator's license.
- Should have Solid computer skills, including full proficiency in various MS Office applications Excel, Word etc.
- Excellent oral and written skills; excellent drafting and reporting skills. Excellent interpersonal skills.
- Should be able to work professionally and effectively in a challenging environment and multicultural team of international and national personnel.
- Should be Self-motivated, ability to work with minimum supervision and ability to work with tight deadlines.
- Should have Knowledge to plan repair and service vehicles, Boats, Motorcycles.
- The Candidate should be physically fit to do other work assigned by his immediate supervisor.
- Good presentation and communication skills for a number of different audiences.
- Fluency in English language and the local languages spoken is an added advantage.
- Should be Committed to WV Core Values, vision and mission

### **HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts not later than **2<sup>nd</sup> October 2023**. Address your application to **The Human Resources Manager, World Vision South Sudan**.

**Indicate the position you're applying for in the subject line.**



Interested applicants should apply through the link:

Advert Duration	13 September 2023 to 2 <sup>nd</sup> October 2023
Click this link/copy this to the browser & apply	<a href="https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Juba-South-Sudan/Workshop-Mechanic_R23396">https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Juba-South-Sudan/Workshop-Mechanic_R23396</a>



The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

**Disclaimer:** World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.

