



COMMUNITY AID FOR RELIEF AND DEVELOPMENT (CARD)

Located at AIC/ICCO Compound, Hai Tarawa Juba- South Sudan

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Position: Driver

Organization: Community Aid for Relief and Development (CARD)

Duty Station: Tambura County, Western Equatoria State, South Sudan (100% field and non-relocatable)

Duration: 6 months (with possibility of extension)

Reports to: Logistics and Procurement Officer

Start Date: 25/01/2026

Community Aid for Relief and Development -CARD is a nationally recognized humanitarian and development organization, legally registered in South Sudan since 2011. We are committed to alleviating poverty, advancing health, Education, strengthening livelihoods, and fostering social justice among vulnerable populations. CARD works in close partnership with government ministries, UN agencies, civil society, and local communities to deliver integrated, innovative, and sustainable solutions.

Community Aid for Relief and Development (CARD) secured funding from South Sudan Humanitarian Fund (SSHF) for Provision of WASH services aiming at supporting conflict-affected people in Tambura County, Western Equatoria through static intervention.

The WASH project aims at addressing life-saving Water Sanitation and Hygiene (WASH) activities aimed at meeting the humanitarian critical needs of conflict IDPs in Tambura County, in Western Equatoria State and the project will be delivered through static modality targeting locations hosting (Complex IDP Camp – Yambio road, TOB UNMISS IDP Camp, St Mary Catholic Church IDP Camp and Barracks IDP Camp – Wau road hosting high IDPs).

Community Aid for Relief and Development (CARD) seek to recruit a Driver to support the implementation, and coordination of life-saving WASH interventions in Tambura County IDPs camps.

Key Responsibilities

The role of the driver encompasses safety-first operation, technical integration, and proactive vehicle maintenance.

Maintenance & Fleet Compliance



- **Vehicle Inspections:** Conduct thorough pre-trip and post-trip safety checks of tires, brakes, fluid levels, lights, and ADAS sensors (Advanced Driver Assistance Systems).
- **Routine Maintenance:** Keep vehicles fueled and clean both inside and out. Arrange for professional repairs when mechanical issues are identified.
- **Record Keeping:** Maintain accurate logs of mileage, fuel consumption, trip details, and maintenance history using electronic logging devices (ELDs) or vehicle log sheet.

Professional & Administrative Duties

- **Customer Service:** Represent the organization professionally during interactions with clients, passengers, or the general public.
- **Documentation Management:** Ensure all required vehicle documents (licenses, insurance, registration) are valid and present in the vehicle.
- **Incident Reporting:** Immediately report any accidents, injuries, or vehicle violations to management and cooperate with law enforcement if necessary

Primary Transportation & Safety Responsibilities

- **Safe Vehicle Operation:** Adhere strictly to all local and national traffic laws, speed limits, and safety regulations. this includes awareness of new mandates.
- **Defensive Driving:** Maintain constant situational awareness to anticipate road hazards and avoid accidents.
- **Passenger & Cargo Security:** Safely load/unload goods or assist passengers, ensuring all items are secured properly and passengers are comfortable.
- **Route Planning:** Use GPS navigation and real-time traffic updates to determine the most efficient routes, accounting for weather, construction, or delays.

Education Qualifications

- A Diploma or Secondary school Leaving Certificate, certificate in Mechanics or Driving training
- **Licensing:** Valid driving license appropriate registered in the Republic of South Sudan.
- **Nationality:** South Sudanese
- **Technology Literacy:** Proficiency in using mobile devices for navigation, digital logs, and responding to system-generated safety alerts.
- **Physical Stamina:** Ability to sit for extended periods and perform physical tasks such as lifting packages, up to 30–40 lbs.



- Previous work experience in similar position with International and national NGOs

Contract & Conditions

- Fixed-term contract for **6 months**, with the possibility of extension subject to funding and performance.
- Competitive salary and benefits package in accordance with organizational policies.

How to Apply

Interested candidates should submit:

- A cover letter outlining suitability for the position
- An updated CV (maximum 3 pages)
- Copies of driving License, academic certificates and recommendation from previous employer

Application should be sent to: cardsouthsudanprogram@gmail.com

Deadline: 29/01/2026

Because of the urgency of the position, it may be filled before the deadline.

Hard copies to be delivered in Yambio office, located behind St. Mary Catholic Church.

Female candidates are strongly encouraged to apply.

