

ADVERTISEMENT-VACANCY ANNOUNCEMENT



POSITION TITLE: Driver / Mechanic

LOCATION: 50% Field & 50% Juba Office

REPORT TO: Head Driver/ Logistics & Admin

Closing Date: 13th April 2020

Across is a faith based international non-governmental organisation and seeks to recruit committed Christian, passionate about his/her work and willing to demonstrate his/her faith at the work place.

JOB OVERVIEW:

To provide reliable transportation service with safety a top priority; to operate and maintain assigned vehicle and do minor repairs

SCOPE OF ROLE:

- Drive staff members safely to various destinations as required.
- Responsible for all vehicle loads.
- Perform repairs on all cars
- Assist in collecting and delivering documentation to and from ACROSS offices, local authorities, NGOs and other concerned government offices.
- Assist in duplication of documents and responsible for their distribution to respective offices.
- Liaise with Logistics and Admin on issues relating to the maintenance of operation vehicles including daily entries in vehicle log books and ensures that vehicles are cleaned and fuelled.
- Assist with messenger duties that may be required by the Supervisor.
- Performs mechanical repairs on vehicles as required.
- Working hours in shifts as per schedule provided by the Senior Management Team.
- Carries out any other duties assigned by the administration.
- During trips the team leader is your supervisor, and he/she has the authority to instruct the driver in safety driving and safety loading.
- When vehicles and the drivers have been allocated to a Department, you act as a staff member of that Department and the Head of the Department is your direct supervisor unless authorised delegation.

QUALIFICATIONS

- **Education:** Completion of Secondary Education/ Diploma or Certificate in auto mechanics. Valid driving license for the vehicle type he/she has been assigned to. Safe driving record.
- **Experience:** Three years professional experience in driving and not less than 3years experience in auto mechanic
- **Language:** Fluency in oral and written in (Arabic) and English.
- **Other Desirable Skills:** License in General driving (Heavy Vehicle) or equivalent.
- **Professionalism** – Demonstrates ability to drive commercial pattern vehicles. Ability to review alternative routes and select most efficient. Excellent knowledge of institutional and local policies and road traffic regulations. Knows Juba and the locations of the offices of different Embassies, Government, other NGOs and organizations.
- **Commitment to Continuous Learning** – Willingness to keep abreast of new developments in the field.
- **Planning & Organizing** – Ability to coordinate work with others, work under pressure of tight and conflicting deadlines and handle concurrent activities.
- **Technological awareness** – Knowledge of developments in vehicle transport technology.
- **Other** – Ability to operate independently in austere environment for protracted periods
- **Teamwork** – Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Communications** – Excellent communication and customer relations skills.

SKILL AND COMPETENCES

- Committed Christian with a heart for disadvantaged communities as refugees
- Demonstrate integrity, excellence, stewardship, and collaborative abilities.
- Display trustworthiness, honesty, confidentiality and should be comfortable working in a team setting.



How to apply:

Interested candidates to submit their updated CV, covering letter and written Christian testimony by email to recruitment@across-ssd.org or by hand to ACROSS Office Juba – South Sudan. Kindly quote the position title clearly.

Kindly note the following:

- Only shortlisted candidates will be contacted
- Attach copies of all documents required (Academic, personal, CV, application & Christian testimony). Any application without these attachments will not be considered.
- This Vacancy is open to South Sudanese nationals only and persons with the knowledge of the local text will be given preference.
- Applications once received are NOT Returnable

