



50-H-3
Approved by Senior Inspector
MULISSAT
30/09/2024
20 SEP 2024

BACKGROUND: -

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of “TOGETHER IN TRANSFORMATIONAL INITIATIVES”- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

Job Description	Driver (2)
Employer	TITI Foundation (TF)
Position Reports to	Logistic Manager
Location	Bor, Kajo-Keji, Juba
Date	30.09.2024
Closing Date	18.10.2024

We are looking for punctual candidates with good time management skills for the position of driver and will be responsible for transportation of staffs, clients or handling deliveries in a timely manner, and sometime they may have to work on weekends to accomplish their duties. and ensuring that vehicles are always ready for use, among other duties.

Duties and Responsibilities: -

- Transport staffs or packages to and from destinations
- Arrive at destinations on schedule
- Fulfill administrative needs, like office pickups
- Research and plan for traffic, construction and weather delays
- Use navigation applications to determine the best route
- Interact with clients professionally at all times
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date
- Carrying out vehicle maintenance checks.
- Picking up office purchases or other administrative needs.
- Interacting with clients in professional conduct.
- Maintaining an organized travel schedule.
- Ensuring that vehicles have sufficient gas and are always ready for use.
- Arranging for vehicle repairs when necessary.
- Updating monthly mileage records.
- Driving a variety of vehicles, including motorbikes, cars, buses and trucks.



Skills and Qualifications: -

- A valid driver's license and at least three years of driving experience to perform the job safely
- Excellent navigation skills and proficiency in using navigation applications to find delivery locations.
- Time management and organizational skills to keep track of deliveries and stay on schedule
- Exceptional communication and interpersonal skills to interact with clients
- Physical stamina and good upper body strength to lift heavy luggage, packages and objects, as well as be able to load and unload them from their vehicle
- Extensive knowledge of the operating area
- Good written and verbal communication in English
- Proficiency using GPS devices

Confidentiality

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty or outside duty, to any other person or organization without authority.

Professional standards

The TF and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces policies on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy

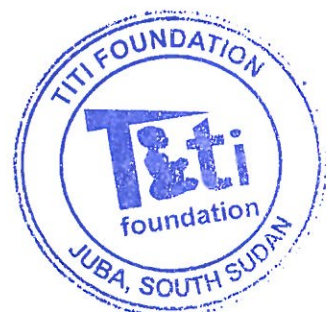
TITI Foundation has zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

Commitment on Protection from Sexual Exploitation and Abuse

The employee commits to adhere to the zero-tolerance policy of TITI foundation towards sexual exploitation and abuse and to take all necessary measures to ensure this policy is maintained and promoted. The employee commits to support all the efforts of the organization to prevent and respond to SEA allegations, in particular: Adhere to the TITI Foundation's code of conduct, prohibiting SEA, Mandatory reporting of any SEA situation the employee should become aware of the mandatory participation to all trainings and sessions on SEA organized and facilitated by TITI Foundation. The mandatory participation in good faith in any investigations or audit undertaken by the TITI Foundation following the reporting of a SEA allegation.

Equal opportunity employer

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.



How to apply

Application should include updated Curriculum Vitae (CV), National ID, cover letter and Academic documents and submit to email address titifoundationss@gmail.com or Hand delivered to TITI Foundation office, are located behind a blue flag along rock city road opposite Jehovah Witness, Nyakuron West.

only Shortlisted candidate will be contacted and attach photocopies, remember no return of the any documents.

The successful candidate will be subjected to a thorough background check and satisfactory references.

Female applicants are highly encouraged to apply.

