

**VACANCY ANNOUNCEMENT****SCOPE OF WORK**

**TITLE:** Driver  
**DURATION OF CONTRACT:** Up to September 30, 2023, renewable  
**LOCATION:** Juba, Central Equatoria, South Sudan  
**SUPERVISOR:** Risk and Movement Officer

50-H-3  
Approved by  
Shejeh Salam  
05/07/2023  
05 JUL 2023  
MINISTRY OF LOGISTICS  
REPUBLIC OF SOUTH SUDAN, JUBA

**Activity/ Project Background:**

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan Shejeh Salam Activity that is building the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam Activity currently programs in Juba, as well the USAID's priority states of Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria, although geographic focus of the program may shift.

**Position Summary:**

Under the general guidance of the Risk and Movement Officer, the Driver will provide safe transport and logistics services for DT Global South Sudan program. The driver will adhere to all traffic laws and DT Global South Sudan safety rules, transport guidelines, and policies. The driver will work in close collaboration with the operations and program staff in Juba and in the field offices. He or she may also be required to conduct trips outside his or her primary duty station in support of Shejeh Salam Activity implementation.

**Duties and Responsibilities:**

- Drive an assigned project vehicle defensively and adaptively.
- Maintain vigilance to ensure safety and avoid danger.
- Responsible for always keeping vehicle clean.
- Perform the daily and weekly safety and maintenance checks for his or her assigned vehicle, as described in the Logistics and Operations manual or as directed by the supervisor.
- Adhere to all traffic laws and DT Global South Sudan safety and security procedures in driving, including the prescribed proper placement of safety equipment (first aid kit, fire extinguisher) and adhering to DT Global speed limits as stated below.
  - 50 km/h maximum in urban areas, populated areas of towns and villages
  - 80 to 100 km/h maximum in uninhabited or rural areas on gravel or dirt or tarmac roads
- Responsible for monitoring when the assigned vehicle needs service (both as required per the vehicle's owner's manual and as needed). Ensure that service records are updated and regularly provide the Risk and Movement Officer in Juba Office with service records and kilometer.
- Update the vehicle logbook daily (movement, refueling, services and repair) and send to Risk and Movement Officer monthly.
- Provide data for the monthly report for fuel and vehicle maintenance (quantity of fuel, kilometers driven during the month, service/repair done)

## SKILLS AND COMPETENCIES:

- Hold a valid driver's license.
- Minimum of three (3) years' experience as a driver for an international organization, NGO, or implementing partner.
- Demonstrates ability to maintain vigilance to ensure safety and avoid danger.
- Mechanic's skills are an added advantage.
- Communicate proficiently in English – oral and written - required. Arabic preferred.
- Excellent knowledge of traffic signs, rules, and regulations.
- Be proactive, discrete, and able to work cross-culturally and is trustworthy.

## DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

## Application Process:

To apply, please send your CV and Letter of Motivation as one single document to [shejehsalam-administration@dt-global.com](mailto:shejehsalam-administration@dt-global.com). Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, phone number, and three referees including active work emails and phone numbers; and DO NOT submit any other recruitment documents at this time. In the email subject line, include the title AND location of the position you are applying for, as advertised at the top of this job vacancy announcement. Please apply electronically, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. The deadline for submissions is **Monday, July 31, 2023, at 05:00PM, CAT**. Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

*DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan, LLC prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.*

