

APPROVED  
17/19  
2024

Minister of Public Services and  
Local Government Development  
Wau State

Date: \_\_\_\_\_

**THE  
JOHANNITER**



**VACANCY ANNOUNCEMENT – DRIVER**

**Johanniter-International Assistance** is an International Non-Governmental Organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. In South Sudan, Johanniter is operating health, ICCM, GBV/Protection, Nutrition and WASH programs in Wau State.

<b>Job Title: Driver (6 posts)</b>	<b>Duty Station: Wau Office (Priority will be given for qualified local candidates in the area)</b>
<b>Department: Operation</b>	<b>Section: Logistic</b>
<b>Supervisor: Head Driver/Logistic Assistant</b>	
<b>Other Relationships: Team leaders, M&amp;E officers, Nutrition officers, Finance/HR Staff, Logistic Manager, and Security guards among others</b>	
<b>Staff Managed: None</b>	
<b>Main Purpose of Job:</b>	
<p>The Driver is responsible for driving Johanniter International Assistance’s staff members and transporting supplies to respective locations in a safe and timely manner. The driver is also responsible for proper handling of the vehicle, utilization of related equipment such as tools and completing of vehicle administrative procedures as well as national law and guidelines.</p>	
<b>Main Duties:</b>	
<ul style="list-style-type: none"> <li>• To drive any vehicle assigned in a safe and professional manner.</li> <li>• To keep the assigned vehicles clean both inside and outside. Responsible for regular cleaning of the vehicle. Cleaning of the vehicle is driver’s responsibility.</li> <li>• To ensure that driving licenses, insurance documents and any other required documentation are valid.</li> <li>• Transport personnel, goods and services when authorized including messages, parcels and other items</li> <li>• To complete the vehicle log book accurately and to submit the log book for inspection on a regular basis to the Logistic Officer as well as ensure adherence to logistics procedures/ reporting</li> <li>• Responsible for reasonable fuel consumption. The mileage is to be calculated at the end of each day by the Driver and fuel consumption calculated after each fuelling by the Logistics Officer.</li> <li>• Responsible for ensuring that the vehicle does not run out of fuel, oil or water and follow fuel issue procedures</li> <li>• To operate the vehicle in accordance with national driving laws at all times.</li> </ul>	



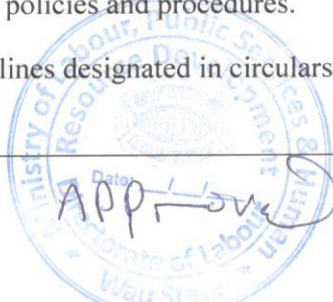
- Speeding is a disciplinary offence. Johanniter maximum speed limit of 80 km/hr on open road is to be observed at all times. When driving in town, the speed limit should be applied accordingly
- To assist the staff assigned to the vehicle, as requested.
- To inform the Logistics Officer of all vehicle movements when leaving the site and ensure that all vehicle movements are recorded on the Vehicle Movements Board.
- To ensure that there is first aid kit and fire extinguisher in the vehicle while on duty.
- To be responsible for all tools, first aid kits and any other equipment supplied with the vehicle. The driver will refund the cost of any such equipment lost or damaged due to misuse or negligence.
- To report any security incidents observed or encountered immediately to the Logistics Officer.
- To inform immediately the Logistics Officer in the event of a breakdown or accident.
- To be responsible for the safe delivery of any consignments assigned to the vehicle.
- To assist the logistics team with loading, unloading, packing and transferring any material as requested.
- To assist in and ensure that loading and unloading of the vehicle is carried out in a safe manner, and that the vehicle is not overloaded. All loads must be properly secured.
- To conduct standard checks of the vehicle every day before operating and be responsible for ensuring any regular maintenance work is carried out. To remind the Logistics Officer at least 10 days in advance of scheduled maintenance work being due.
- To report faults, required maintenance or repairs to the or Logistics Officer immediately upon discovery
- Responsible for the security of passengers in terms of safety procedures including wearing of safety belts.
- Carrying unauthorized passengers in the vehicle is a disciplinary offence.
- Driving while drunk is a disciplinary offence.
- To undertake any other duties as may occasionally be requested by the Logistics Officer

### Reporting:

Maintain up to date records on above functions for provision of reports to supervisor as requested.

### Systems Compliance and Improvement:

- The Johanniter-South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from Project coordinator or country office





**Policy compliance – Mandatory Reporting Policy (MRP):**

- Ensure any violations of the Johanniter Anti-corruption, Sexual Abuse and Exploitation Code of Conduct are reported to the Project coordinator. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of corruption, sexual abuse and exploitation of beneficiaries by The Johanniter and other humanitarian workers

**Confidentiality:**

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of The Johanniter International Assistance acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

**Note:** The role of the driver cannot be limited to the specific duties and tasks detailed herein. The success of the Johanniter humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the driver will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

**Qualifications, Skills and Experience:**

**Education:**

- Minimum Secondary school level certificate
- Valid South Sudanese Driving License
- At least three years of prior professional experience in a similar post.
- Very good in spoken Arabic, local languages and basic communication skill in English.
- Working experience with NGOs is highly recommended
- Skill and experience as mechanic is added advantage
- Excellent interpersonal, organizational, and time management skills.
- Reliable and punctual.
- Knowledge of field site environs.
- Working Experience of two years
- Must be South Sudanese

**Functional skills and knowledge:**

- Remains productive when under pressure.
- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.
- Good communication skills.
- Should be a Team player
- Ability to work with minimal supervision

**Other skills (e.g. I.T.):** Basic preventive maintenance and radio operation skill





**Languages:** Fluency in local language and good working knowledge of English and Arabic.

The position is open for: **SOUTH SUDANESE NATIONALS WITH ALL NATIONAL DOCUMENTS.** Please submit a cover letter outlining your interest, qualifications and CV if you would like to be considered for this position.

**Applications submission is not later than Thursday October 3<sup>rd</sup>, 2019 at 5:00 PM South Sudan time.**

**How to apply:** Deliver your updated CV, cover letter, certificates and copies of your national ID as single document to the office of HR Department at Johanniter International Assistance, Wau office located in Daraja west at former GIZ office in **Sika Hadid**, Wau State – South Sudan.

While our country office in Juba is located adjacent to **TM lion Hotel**, opposite **Suk Wewe**.

Please indicate the title of the position you are applying for in the subject line of your application and note very well that an unmarked application will not be considered for short listing.

However, only the short listed candidates will be contacted for the interviews. Attach only the copies of your academic credentials while the original will be asks during the interview.

**IMPORTANT: TO BE CONSIDERED FOR THIS ROLE, YOU SHOULD HAVE A VALID DRIVER'S LICENSE AND A CLEAN DRIVING RECORD WITH NO TRAFFIC VIOLATIONS.**

**NB. PLEASE DO NOT SUBMIT THE ORIGINAL DOCUMENTS.**

**All the photocopies will remain the property of Johanniter International Assistance.**

**Note: Qualified female candidates are strongly encouraged to apply**

