

AAH-I South Sudan Country Programme  
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)  
Juba Town, Republic of South Sudan



## JOB VACCANCY

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidate to fill the vacant position of **Mechanic (Welder/Panel Beater)** to be based in **Maban**.

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<b>Position:</b>	<b>Mechanic (Welder/Panel Beater)</b>
<b>Number of Posts:</b>	<b>01</b>
<b>Reports to:</b>	Senior Workshop Foreman
<b>Staff reporting to this post:</b>	N/A
<b>Liases with:</b>	Department Managers, Area Coordinators, Logistics Officer
<b>Duty Station:</b>	Maban

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### Job Summary

Reporting to the Senior workshop Foreman, the primary role of the incumbent is body repairs and renewal of paintwork for all UNHCR Funded vehicles as assigned to him. He shall also be responsible for the safe keeping of all tools, general safety at the work place and determining the extent of interior fleet requirements, stripping, fitting and replacing body components on fleet of various makes, types and kinds. She/he shall undertake inspections, repairs and routine preventative maintenance for fleet at Maban region and ensure that all vehicles, plant and equipment meet or exceed set repair and maintenance standards.

The emphasis on quality control and customer centered attitude will be the hallmarks of her/his day to day work. She/he will be required to comply with the Workshop Standard Operating Procedures {SOP}, Internal Control Procedures and AAHI vehicle operation & maintenance management policy.

### Duties and Responsibilities

#### Preventive and Maintenance of Motor vehicles and Equipments

- To ensure that work orders / job cards are completed with the tasks performed on the vehicle and signed before release of the vehicle.
- Repairs and maintenance of agricultural equipment and modifications to suit our operational needs.







- Carry out fabrication work as per instruction meet operation standards.

#### **Panel beating /Body repairs**

- To Disassembly and reassembly of motor vehicles, including suspension, electrical, trim and glass
- Repair of Chassis and bodywork to manufacturers specifications.
- Welding of body components as per the required specifications and use of special welding equipments.
- Panel beat accident repairs, modify and fabricate body components in the required timeframes.

#### **Spray Painting**

- Ensure vehicles are presented back to the Panel Department clean and with no over spray or preparation residue.
- To carry out complete body re-spray on accident related units with minimal health hazards.
- Ensure that completed accident vehicles are presentable and safe for use after repair works.
- To undertake duties in a cost-effective manner, and ensure cleanliness and tidiness at paint shop.
- Ensures that all paint related stock is replenished and controlled at all times.

#### **Safety Precautions and Quality Control**

- To use and maintain the spraying booth and prevent excess spillage of painting materials unnecessarily.
- To ensure that all electrical appliances are turned off in the evening before closing for the day.
- Ensure adequate ventilation in the spraying booth and also mix correct painting ratios.
- To complete all work orders and record all additional repairs and parts and ensure that a checklist has been performed.
- Adhere to all Occupational Health and Safety requirements at all times, including designating highly flammable substances and use of spraying masks and equipments
- Observe and implement National environmental laws concerning the handling of hazardous materials routinely used in fleet service operations.
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- Occupational Safety and Health Administration (OSHA) regulations, and fleet policies and procedures pertaining to the safe performance of fleet service operations.

#### **QUALIFICATIONS:**

- Education: Diploma/Technician in Auto/Mechanical Engineering
- Experience: Demonstrate relevant experience of at least 3-5yrs experience in Arc Welding, Advanced Electrical Welding Skills on MiG & Tig, Gas welding and body fabrication especially panel beating and spray painting of motor vehicles.
- Certificate: in Motor vehicle/Body repairs or Grade test II and I.

#### **Competencies/Skills:**

- Flexible
- Respectful
- Excellent diagnostic and good trouble shooting skills
- Problem solving
- Reliable
- Team player
- Safety skills
- Reporting writing skills
- Coaching skills







### **APPLICATION INSTRUCTIONS**

**AAH-I is an equal-opportunity employer.**

**Interested candidates should address their applications to;**

- The HR Manager AAHI South Sudan and position clearly indicated on the envelope or email subject line;
- Hard Copy Applications can be hand delivered in sealed envelope at the AAHI/UNHCR Logistics Base in Maban or submitted via email at [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org)
- Please submit a complete application (including Cover letter + CV + 3 referees, and **photocopies** of Nationality ID, Academic certificates & recommendation letters).

**Deadline:** All applications must be submitted latest by **2<sup>nd</sup> March 2023 COB (4.00PM)**.

**Consideration:** Please take note!

- This position is a National level position
- Female candidates are highly encouraged to apply.
- Applications without the required attachments will be disregarded!
- Due to high volume of applications, only shortlisted candidates will be contacted.

