

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

50-4-3
Approved by
Director
MoL
25/8/2022



JOB VACANCY

SENIOR MECHANIC/PMS OPERATOR(1)

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, Sudan 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 candidates to fill the vacant position of **Senior Mechanic /PMS Data Operator** to be based in **Yambio, Western Equatorial State**.

Position:	Senior Auto Mechanic/PMS Data Operator
Numb of Posts:	01
Reports to:	Workshop Manager
Supervision:	Supervises Assistant mechanic
Liases with:	Warehouse officer, Fuel Controller, Logistics officer, Admin officer and Storekeepers
Duty Station:	Yambio – Western Equatoria State

JOB SUMMARY & PURPOSE:

Reporting to the Workshop Supervisor, the primary role of the Senior Mechanic/PMS Operator is repairing and servicing fleet booked into the workshop for both auto electric and mechanical, Installations tasks, diagnosing faults finding on the fleet and determining the extent of repairs required. Inspecting vehicle computer and electronic systems to repair, maintain and upgrade. Installations tasks, diagnosing faults finding on the fleet and determining the extent of repairs required. Stripping, fitting and replacing components on vehicles of various makes, types and kinds. She/he shall undertake inspections, repairs and routine preventative maintenance for fleet under Juba/field Location and ensure that all vehicles, plant and equipment meet or exceed set repair and maintenance standards.

Will manage workshops and spare parts stores data through established computer system and will register all transactions including opening job-cards, receiving & issuing parts, invoicing and producing management reports. Will work closely with Workshop Manager to ensure that workshop & store management SOPs are implemented & monitored in line with WVI policies and 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.



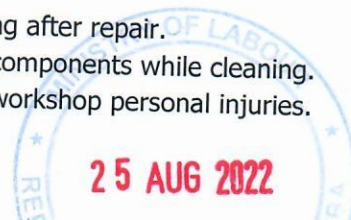
TASKS AND RESPONSIBILITIES

Preventive and Breakdown maintenance of motor vehicles and equipment

- Carry out the mechanical/electrical preventive maintenance and repair of vehicles, plant and equipment including but not limited to Isuzu Buses, 4x4 vehicles, tractors, Iveco Trucks/Bowser, Generators, CAT equipments, Motor cycles and various makes, types and models.
- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Ensure Implement and monitor successfully the workshop repair/ maintenance activities and quality of the work performed by the Workshop Staffs. To update vehicles/generators and other assets repair schedule.
- Perform vehicle repair such as, mechanical, electrical accessories, and will check thoroughly any signs of malfunctioning of the system and do a corrective measure when required.
- Will carry out all major breakdown repairs, and diagnose faults. Overhaul engines, gearboxes, transmissions, differentials, and designates staff to carry out specific task in a timely manner. Will retrieve/attend and repair, rescue broken down vehicles in the fields.
- In the absence of the Supervisor/Foreman, will administers day to day vehicle repairs and other workshop related activities
- Responsible for the preventive maintenance of the project's vehicle including tools inventory. Assist in identifying needed tools or equipment for future needs.
- Assigns work to the workshop personnel (mechanic/junior mechanics) and records each job time performed on the time sheet and job codes to each job carried out.
- Develop preventive maintenance schedule of equipments, vehicles, generators and motor cycles and updated records.
- Will carry out fabrication/welding repairs of generators frame/cage, water tanks, diesel tanks, pipes fittings, welding and repairs on vehicles.
- Enforcing any new rules/regulations should be upon management consent and through proper channel.
- Will perform and carry out other duties/ jobs that may be assigned from time to time as normal routine duties.

Safety Precautions and Quality Control

- To consistently deliver high quality repairs in the required timeframes, which will ensure clients' needs and requirements are met.
- To ensure that all electrical appliances are turned off in the evening before closing for the day.
- To complete all worked-on job cards and record all additional repairs and parts and ensure that a checklist has been performed and update timesheet.
- Adhere to workshop safety rules and procedures are followed, including designating highly flammable substances and use of right tools and equipments.
- Complies with statutory regulations of vehicle requirements by testing engine, safety, and combustion control standards.
- Avoid contamination of environmental concerning the handling of hazardous materials routinely used in fleet service operations e.g. used oils, AC gas.
- Observe Occupational Safety and Health Administration (OSHA) regulations, and fleet policies and procedures pertaining to the safe performance of fleet service operations.
- To segregate used parts before disposal.
- Maintains vehicle/equipment appearance by cleaning and washing after repair.
- Protect exposed sensitive sensors during engine/operating unit/components while cleaning.
- Make use of personal Protective equipments (PPE) to minimize workshop personal injuries.



Data Entry and Reporting

- Responsible for PMS data processing and reporting
- Guaranty the quality (reliability & viability) of all information registered into the system.
- Ensure the accuracy of data input/comparison with GRN, Issue Vouchers, job-cards, transfers
- Ensure that print-out of the registered transaction is always attached to the original document before file (Order, Reception, Transfer, Invoice, Stock adjustment, Periodic Inventories)
- Detect and report abnormal movement of spare parts that is not in line with principles.
- Verify the authenticity of authorized vouchers, reject and report all abnormalities promptly.
- Ensure system data security, back-up, good maintenance of all IT equipment under custody
- Establish strong networking relations with workshop and store key staffs
- Support in improving global workshop performance by actively participating in regular stocks reconciliations and performance evaluations.
- Prepare daily/weekly and monthly PMS reports as required by the donor/ supervisor
- Maintain auditable workshop job-cards files as well as other related documents
- Participate actively in periodic general spare parts store inventories (twice a year)
- Plan his annual leave and implement in collaboration with Workshop Supervisor
- Any other duties as may be assigned by the line manager from time to time.

AUTHORITY

- **Spending Authority:** none.
- **Supervision:** Supervises Assistant mechanic
- **Decision Making:** Decisions limited within prescribed standards.

WORKING CONDITIONS:

The position is based at Yambio WVI with occasional visits to other sub offices under Western Equatorial. This will entail traveling and living under difficult environmental conditions. With strict adherence to safety and security instructions all the time.

QUALIFICATIONS:

Education, Experience and Skills

1) Essential Requirements

- Minimum of Diploma in Auto Mechanic (Automotive/Plant) or Advance Technician/Craft Certificate and or equivalent qualifications.
- Minimum of 2 – 3 years' experience in repairs and maintenance of vehicles and equipment's especially 4WD, Generators and equipment's in the automotive field.
- Good troubleshooting and problem-solving skills.
- Must have a valid driving license.
- Demonstrated Multi skilling in Mechanics, Auto Electrics/electronics, welding and fabrication works a great Advantage.
- Working knowledge of vehicle diagnostic systems and methods
- Computer literate with good knowledge of MS office.
- Ability to communicate skills in English, written and verbal.
- Willingness to travel and do repairs in field locations or remote locations.



2) Desirable

- Advance post studies in will be an Added.
- Extensive experience working in workshop setting and conducting repairs of Heavy Plan Machinery

3) Additional Skills & Competencies

- Commitment to and understanding of AAH-I values & South Sudan context.
- Ability to work independently and as part of a team.
- Understanding of humanitarian Logistics
- Ability to think quickly, determine priorities, and meet deadlines under pressure.
- Ability to thrive in a multi-cultural, dynamic environment.
- Ability to coach, mentor, supervise, appraise and develop others
- Excellent interpersonal, communication, negotiation and presentation skills.

Application Instructions

AAH-I is an equal-opportunity employer. Interested candidates should submit the following;

- Cover
- Please submit a complete application (*including CV+ Cover letter, 3 referees, and photocopies of Nationality ID, Academic certificates & recommendation letters*)
- Hard Copy Applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Logistics Base Juba or Yambio.**
- Applications submitted via email should be addressed to recruitss@actionafricahelp.org and clearly indicate the Job Vacancy in the Subject line.

DEAD LINE:

All applications must be submitted latest by **14th September 2022 COB (4.00PM).**

KEY CONSIDERATIONS.

Please take note of the following considerations

- **This position is for Sudanese Nationals Only.**
- **Female candidates are highly encouraged to apply.**
- Due to high volume of applications, only shortlisted candidates will be contacted



HR/Administration Manager
AAHI South Sudan Programme
Juba, South Sudan

