



**RELIEF
INTERNATIONAL**

South Sudan



SO. 14. 3
Approved by
Inspector of Labour
24/01/2024

EXTERNAL JOB VACANCY

Vacancy NO. Juba- DRIVER - Casual -2023 -22- 1- 211 -CASUAL

Job Title: DRIVER - (Casual)

Location: Juba

Duration: 3 Months

Reports to: Operations Officer

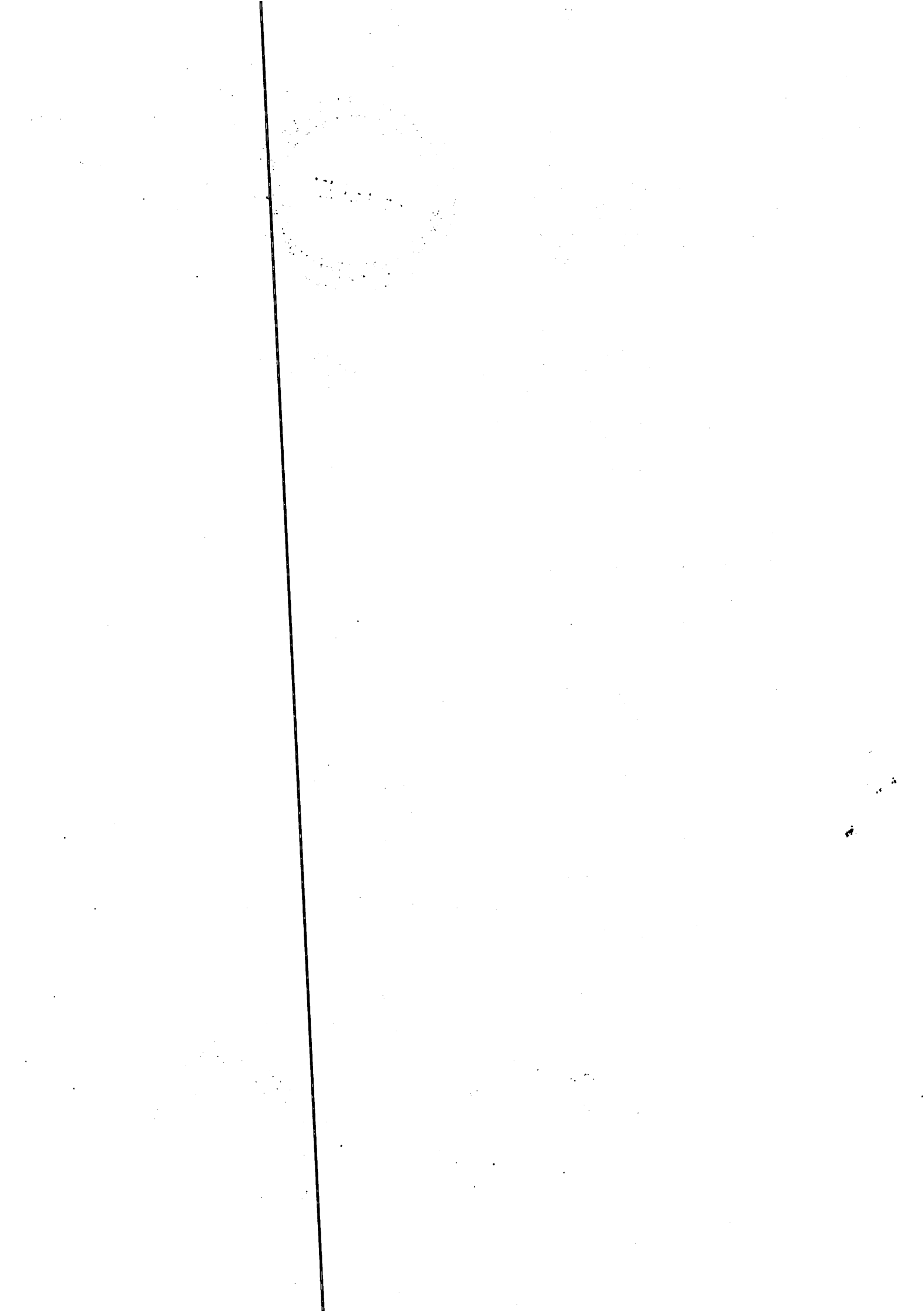
Start Date: ASAP

Eligibility: South Sudanese National only

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.





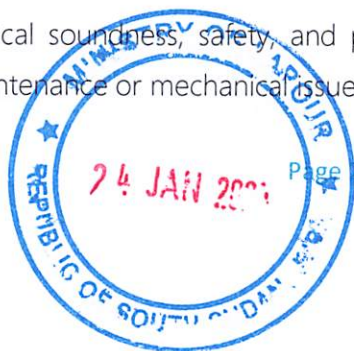
POSITION SUMMARY:

Under the direct supervision of the Operations officer, the Driver (Casual) is responsible for providing safe, secure, timely, and reliable transportation for RI staff and goods. Maintain the vehicles up to RI standards through performance of regular checks and comply with the RI driving rules and regulations as well and Southern Sudanese traffic laws. This driver (casual) will be covering during weekends, on public holidays and when the regular drivers are off duty either on a sick leave or on other approved leaves days. The jobholder must be flexible and willing to deploy as and whenever required

SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

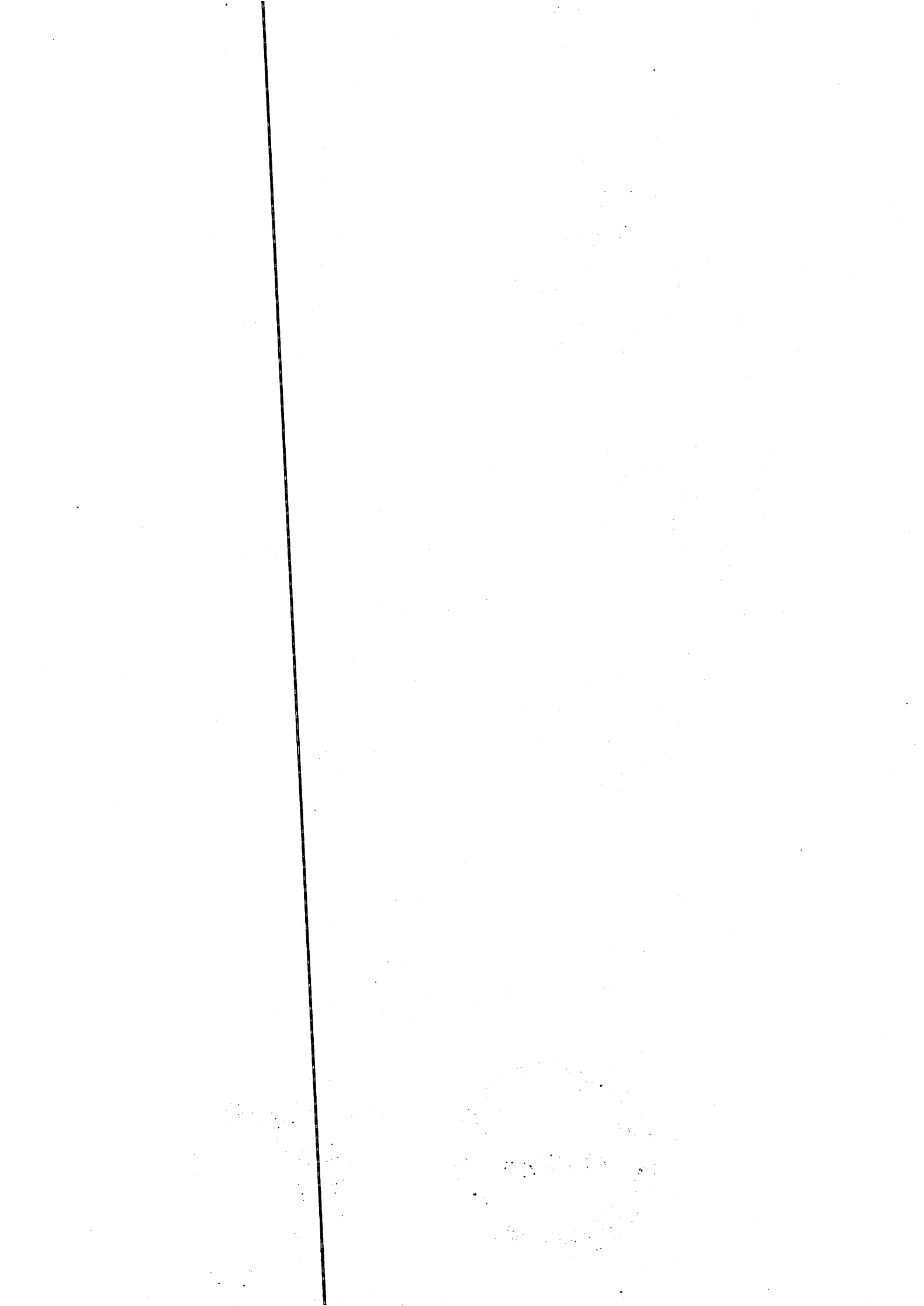
KEY RESPONSIBILITIES

- Drive RI employees, goods and/or equipment to their destinations within Juba (for meetings, work activities, airport, purchasing trips, etc.) as requested in a safe, courteous, and law-abiding manner;
- Observe all RI and host country vehicle policies and traffic regulations respectively at all times, includes but is not limited to:
 - All staff and passengers wear seatbelts at all times;
 - Keeping parked vehicles secure;
 - Drive at the speed limit at all times;
 - Never speak on the phone while driving;
 - Stay alert and never drive under the influence of alcohol or when feeling unfit;
 - Report immediately any incident, which involves the vehicle and/or any of its passengers;
- Maintain the vehicles in working condition and provide thorough maintenance checks regularly;
- Perform daily and weekly checks of vehicle (oil, tires, fuel, etc.);
- Clean inside and outside of the vehicle with regular washing and removal of trash;
- Maintain accurate and up to date recording of all vehicle movements through the updating of logbooks;
- Verify mechanical soundness, safety, and presence of proper equipment and promptly report any maintenance or mechanical issues to the operations officer;



Page 2 of 5





- Confirm road conditions and security at the start of every journey into the field;
- Ensure vehicle registration, insurance and other official documentation is up to date;
- In case of accident, immediately report to Operations Officer by filling out an incident report form;
- Assist passengers with loading/unloading of goods into/out of vehicles;

Policy compliance – Mandatory Reporting Policy (MRP): -

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct reported, to the Program Manager/coordinators. 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 sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers;

Safeguarding and conduct

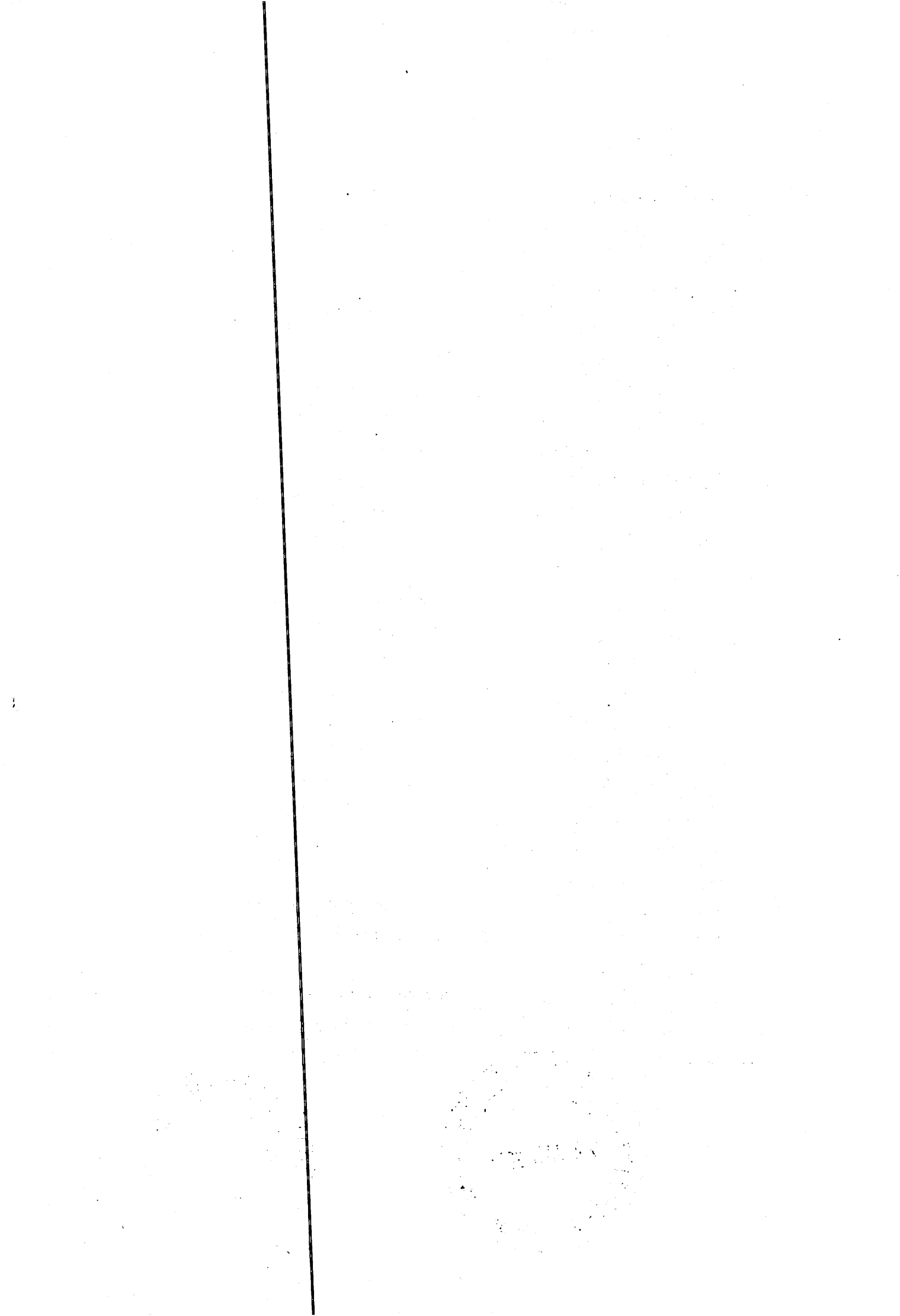
- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, contribute to ensuring that all those who come into contact with Relief International staff and the communities we serve can be trusted to work safely with them
- Support and develop systems that create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of the Code of Conduct and safeguarding policies.
- Work collaboratively with the Global Safeguarding Manager to advocate for the inclusion of safeguarding activities and resources within program
- Ability to demonstrate knowledge of donor requirements of safeguarding standards and protection from exploitation and abuse

Confidentiality



Page 3 of 5





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

Note:

- The role of the Driver – Casual cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the Driver- Casual will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Qualification and Minimum Requirements:

- Work experience of 2-3 years as a Driver with an NGO or international organisation;
- High school graduate;
- Must possess a valid South Sudanese Driving License;
- Must demonstrate ability to operate 4WD vehicles safely in the city;
- Must possess a No criminal record, clean driving record, no outstanding traffic violations or tickets
- Good vision;
- Able and willing to work in a multi-cultural environment;
- Must be patient and hardworking;
- Must be respectful of staff and others – consultants and visitors;
- Mechanical experience preferred;
- Knowledge of spoken and written English, and Arabic, required;

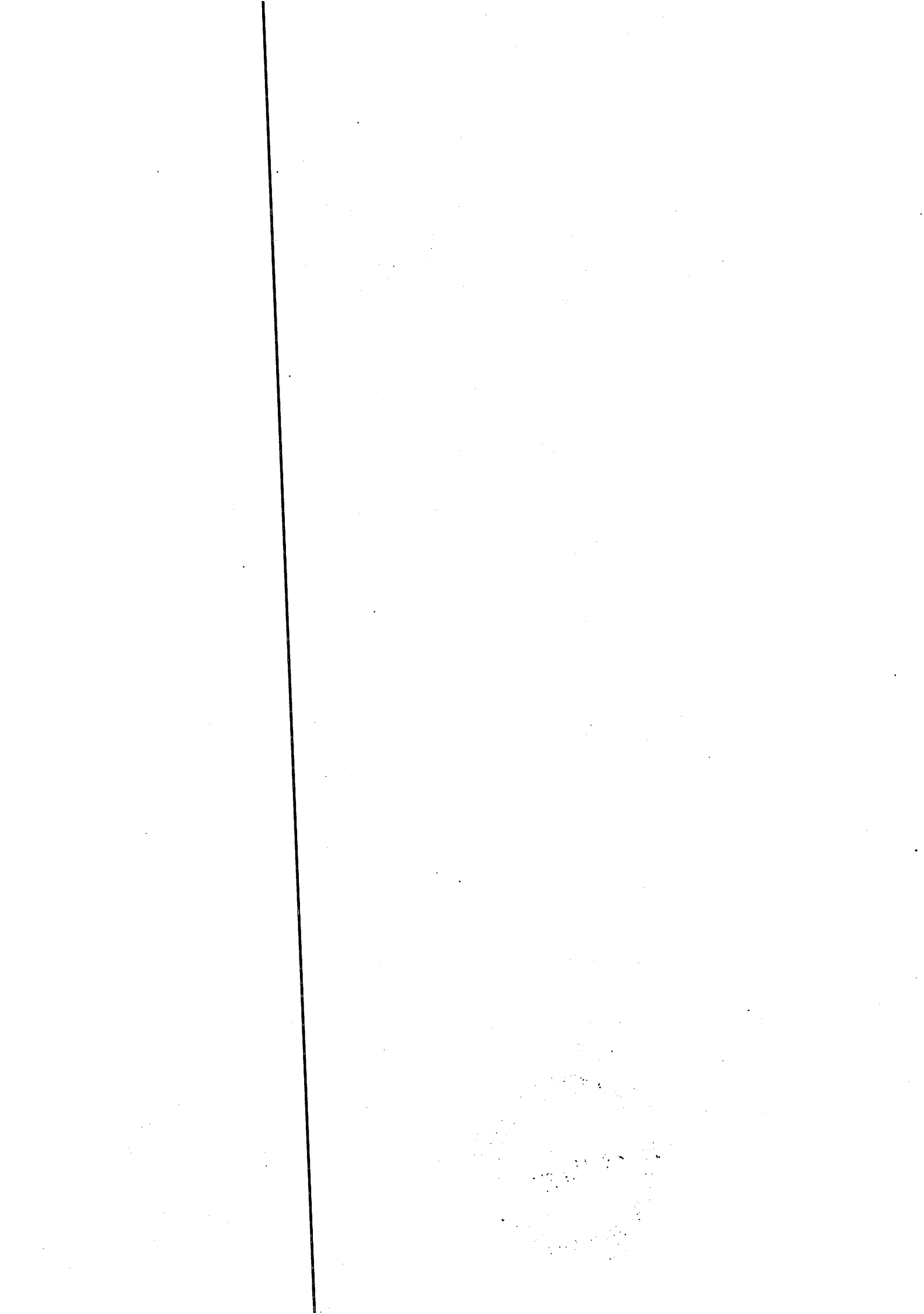
Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:



Page 4 of 5





We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

APPLICATION SUBMISSION CRITERIA

HOW TO APPLY:

Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope clearly marked JUBA_DRIVER_CASUAL 2024-01 22---211 -CASUAL to Relief International office in Juba

Because this position is urgently needed to be filled, short listing of applications shall be done on rolling basis and interviews conducted before the deadline

Deadline: February 13th , 2024, 4:30 pm SSD local time

- Only shortlisted applicants will be contacted



