

Vacancy Announcement

Job Title: Mechanic


Department: Operations

Reports to: Fleet & Security Officer

Supervises: N/A

Duty Station: Juba with travel to field



50.14.3
Approved by
Slingpeetay


Job Summary:

The Mechanic will be responsible of diagnosing and repairing simple and complex automotive issues, and performing routine maintenance tasks for the WR vehicles. He will be responsible for servicing and repair of vehicles consisting mostly of Land Cruisers and Pick Ups, and motorbikes, Quad bikes and generators in all WRSS Field locations. He will use available equipment to pinpoint issues and develop a cost-effective solution for WRSS Fleets. He will also implement and meet the logistical and procurement needs of World Relief and implement efficient 'streamlining' procedures with regards to vehicles throughout the organisation. He should have a background in automotive care, as well as experience with electronic systems maintenance.

Responsibilities

- Keeps equipment available for use by inspecting and testing vehicles; completing preventive maintenance such as, engine tune-ups, oil changes, checking fluid levels, tire rotation and changes, wheel balancing, replacing filter.
- Repair or replace worn parts and systems such as spark plugs, wheel bearings, brake pads, fuel systems, and sensors. Test systems and individual parts to ensure proper working order and/or to evaluate degree of damage.
- Maintains vehicle records by recording service and repairs.



- In conjunction with the logistics officer to keep supplies ready by inventorying stock; placing orders; reviewing spare part purchase requests from the field locations and verification of all received spare parts.
- Follow checklists to ensure thorough examination of all parts and systems. Identify mechanical and electrical problems with the naked eye.
- Determine appropriate repair measures based on research and past experience and present estimates to World Relief management including: strategy for repair including explanation of problems, procedure steps.
- Perform repairs thoroughly and accurately considering the repair strategy.
- Maintains vehicle functional condition by listening to complaints from drivers and staff, conducting inspections; repairing engine failures, repairing mechanical and electrical systems malfunctions; replacing parts and components.
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Complies with South Sudan and World Relief vehicle requirements by testing engine, safety, and combustion control standards.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Contains costs by using warranty; evaluating service and parts options.
- Any other duties assigned by supervisor.

Job Requirements

Academic Qualification

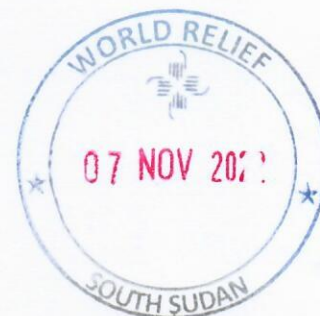
- Diploma in Auto Mechanic

Work Experience

- Minimum of 2 years of relevant work experience preferably in INGO environment, involving in the garage management.

Other Skills Requirements

- Very good mechanical and geography
- Very good verbal and written communications skills
- Interpersonal skills
- Able to work with minimum supervision.



APPLICATION PROCEDURES

Potential candidates desiring consideration for this position should submit the following:

Application letter expressing your motivation for the position;

Current CV, copies of diplomas and certificates, including nationality (no original documents);

- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in one of the following:

Submission to the World Relief Juba Office in Hai Cinema Tender Box) or Online submission by email to WRSSRecruitment@wr.org, the job title in the subject line or email.

Applications must be received by 25th November, 2022 at 5:00PM. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

