



DRIVER JOB VACANCY ANNOUNCEMENT POSITION IS OPEN TO
SOUTH SUDANESE NATIONALS ONLY

Date: 09/08/2021

Position Title	Driver
Number of positions	One (1)
Duty Station	Rumbek Lakes State, with frequent travel to field project sits
Duration	Three with possible extension
Start of Contract	As soon as possible
Job Advert Closing date	20th August 2021

Background:

Vocational Skill Development Organization (VOSDO) is National Non-Governmental Organization (NNGO) that has been working in South Sudan Since 2014 and was legally incorporated on 16th of June 2015. The VOSDO is a membership organization with a board of directors that provide oversight management and appoints the Executive Director. The day-to-day affairs of the organization are overseen by the Executive Director and a team consisting of the head of programs and administration and finance manager VOSDO programs aim to offer support to South Sudanese communities with special focus on Vocational Technical Education and Training (TVET), Entrepreneurship, Food Security and Livelihoods, health, peace building, WASH, Protection (GBV and CP).

General purpose of the role:

Under direct supervision of team leader, and overall supervision of the Executive Director, the project Driver shall be responsibility to safely transport VOSDO staff, visitors, equipment and other materials as required and ensure the vehicle is kept clean, well maintained and fit for travel

and support logistics and procurement in obtaining logistics clearance from relevant entities. The post holder will also support with general administration functions with relevant state authorities within Rumbek. The duty station is Rumbek with frequent travel to field based on need. The applicant must be fit, skilled, prove self-readiness. And willing to travel to other counties within lakes state

Position in the organization:

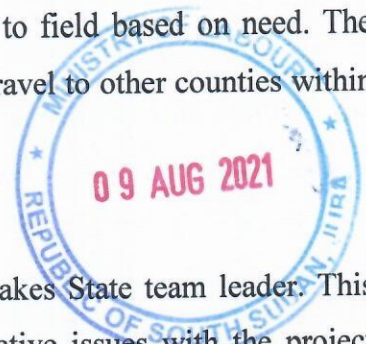
The project driver reports hierarchically and functionally to the Lakes State team leader. This position maintains a functional line regarding, logistic, administrative issues with the project staff and other coordination staff.

Duties and Responsibilities:

- Drive VOSDO staff members safely to various destinations as required
- Ensure that the vehicle is ready for use i.e. fueled, clean and regularly inspected and checked. .
- Ensure safety measures i.e. that self and rest of passengers use available safety belt at all time.
- Driver in a manner that respect other road users and ensures maximum life span of the vehicle through careful and cautious driving at all time.
- Drive safely and observe traffic rules at all time.
- Record detail of each journey, any refueling and repair or maintenance in vehicle log book on daily basis, in addition to maintenance of a standard vehicle file conformity with VOSDO fleet guidelines and SOPs.
- Ensure the vehicle and its content are kept secure i.e. locked doors, closed windows at all time.
- Ensure the necessary documentation, tool kits in addition to emergency and repair equipment is accrued in the vehicle at all times and that they are well secured from unauthorized picking.
- Ensure that the assigned vehicle is kept in good mechanical condition following standard SOP for fleets.
- Assist the procurement and logistic department in loading and offloading of cargo when required.
- Discuss necessary refueling, maintenance and servicing activities with team leader.
- Assist the logistic and procurement unit in processing of cargo movement/shipment to relevant project sits.
- Closely work with HR and admin officer to support with processing of legal documents for the organization
- Perform any other role within the organization as maybe assigned or require from time to time.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:



- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling VOSDO values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for VOSDO, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency



QUALIFICATIONS AND EXPERIENCE

Essential

- Must possess a valid driving licenses with at least 2 years driving experience with reputable organization within Rumbek
- Secondary school certificate and a driving school certificate. A first level degree qualification together with demonstrable experience will be an added advantage.
- Good command of English and Arabic and local language
- Good knowledge of the routes in Lakres state
- Honest, helpful, reliable and punctual
- Able to use communication equipment such as HF radio
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Desirable

Applicant with the following skills although not mandatory will have an added advantage:

- Basic mechanic skills
- Defensive driving skills training (certificate)



- First Aid training

FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and Copies of Nationality ID, Driving License Academic documents & relevant certificates. To VOSDO field office in Rumbek or alternatively by e-mail to: HR.VOSDO@gmail.com

Subject line for the position must be clearly indicated in your subject-line. APPLICATION FOR THE POST OF DRIVER

Deadline for submission of application 20th August 2021

Disclaimer:

Vocational Skills Development Organization (VOSDO) does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

