



Approved  
10 SEP 2021

VA released date: September 10, 2021

## Vacancy announcement

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is looking for a young motivated candidate to fill the position of a **Driver** to be based in Juba Coordination office, under the supervision of the **Logistics Officer**

<b>Job Title</b>	<b>: Driver (National Position).</b>
<b>Job Location</b>	<b>: Juba</b>
<b>Report to</b>	<b>: Logistics Officer</b>
<b>No. of Position</b>	<b>: One (1)</b>
<b>Starting date</b>	<b>: As soon as possible</b>
<b>Deadline</b>	<b>: 24<sup>th</sup> September 2021</b>

### Overall Responsibility:

The Driver is responsible for supporting the transport needs of Malteser International. He also plays an important role in the representation of Malteser International to other persons therefore requires very high standards of personal tidiness and neatness of the vehicle.

### Key Tasks and duties:

- ✓ Provide driving services to Malteser International,
- ✓ Maintaining the vehicle in good condition including keeping it clean,
- ✓ Maintain vehicle log-sheets in accordance with Malteser International policy,
- ✓ Responsible for the safety of the passengers,
- ✓ Adhere to the travel plan,
- ✓ Keeping vehicle logbook and providing monthly vehicle report to the Logistics Assistant.
- ✓ Provide monthly attendance sheet to the Logistics Assistant for verification,





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- ✓ Informing the Logistics Assistant immediately in case of any mechanical problems and advises on action to be taken,
- ✓ Ensure fuel in vehicle is topped up based on needs,
- ✓ Responsible for the safekeeping of all vehicle equipment, tools, first aid kits, spares etc.,
- ✓ Supervises closely any repair, maintenance or services done to the vehicle in external garage,
- ✓ Ensure that accident reports are completed and filed,
- ✓ Should be willing to do additional tasks for a variety of reasons (e.g. urgent requirement, movements over the weekend etc.).
- ✓ Willingness to work past the normal working hours.
- ✓ Perform any other duties that may be assigned.

#### Other

- ✓ Support the Logistic Assistant in additional duties assigned.
- ✓ Communicate well with all the field and office team members.

#### Qualifications & Experience:

- ✚ Secondary School Certificate and a certificate in driving can be an added advantage.
- ✚ Basic knowledge of mechanics.
- ✚ A minimum of 2-3 years related experience is an added advantage.
- ✚ Must have a valid driving License
- ✚ Basic knowledge of writing, speaking, and reading in English. Knowledge of the local spoken language used in the area can be an advantage.
- ✚ Commitment to abide by MI SSD SOP procedures.
- ✚ Ability to work as a team

#### How to apply:

- ✚ Qualified South Sudanese National who met the above requirements can submit their applications either by email addressed to; [mb.hr-southsudan@malteser-international.org](mailto:mb.hr-southsudan@malteser-international.org)
- ✚ Hard copies of application, CV, Scan copies of your relevant certificates, salary expectation with three professional references can be dropped at the Reception of:  
**Malteser International - Juba Coordination Office;**  
**Kololo Road Block 445 Tong ping, Juba.**
- ✚ Please indicate the job title in the email subject line.
- ✚ The deadline for application is on **24<sup>th</sup> September 2021 at 5:00 p.m.**
- ✚ No phone calls.
- ✚ Only short-listed candidates will be notified for personal interview.

