



**REPUBLIC OF SOUTH SUDAN**  
**MINISTRY OF GENDER, CHILD AND SOCIAL WELFARE**

**OFFICE OF THE UNDERSECRETARY**

Date: 13<sup>th</sup> December 2023

Ref: **SS-MGCSW-299662-SS-IND**

Dear Sir/Madam,

Ref: CALL FOR APPLICATION FOR PROJECT DRIVERS

COUNTRY : Republic of South Sudan

Name of Project : South Sudan Women's Social and Economic Empowerment Project (SSWSEEP)

PROJECT ID : P 176900

Assignment Title : Project Driver(s) Support Service

Reference No. : SS-MGCSW-299662-SS-INDV

Place of assignment: Juba, South Sudan

**Background:**

The Government of South Sudan has received financing from The World Bank through the Ministry of Gender, Child and Social Welfare (MGCSW) toward the cost of Women's Social and Economic Empowerment Project. The Ministry of Gender, Child and Social Welfare intends to apply part of the proceeds of the grant to fund the position of Project Drivers Services to support Project Operations of the South Sudan Women's Social and Economic Empowerment Project (SSWSEEP).

PMU-SSWSEEP/MGCSW invites applications from competent national support service provider as Project Drivers for the Project as per the scope or works/ Job description requirements herein.

The planned procurement schedule subject to change is as follows:

REOI Published on:	13 <sup>th</sup> /12/2023
REOI Closing date	12 <sup>th</sup> /01/2024 - (04:00 PM) Juba local time
Review of Applications (CVs) and Evaluation of CVs	15 <sup>th</sup> /01/2024 - 29 <sup>th</sup> /01/2024
Notification to shortlisted candidates	5 <sup>th</sup> /02/2024
Interviews for Shortlisted candidates	12 <sup>th</sup> /02/2024
Offer Notification	26 <sup>th</sup> /02/2024
Contract Signatures	29 <sup>th</sup> /02/2024

**Application Process:**

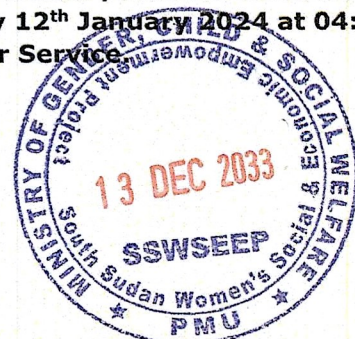
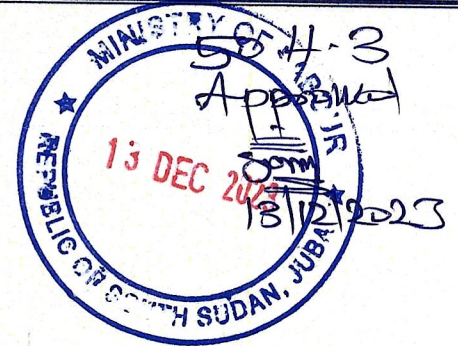
Please submit Resume/CV, Cover Letter, and Valid Driving license\* in one PDF document to [ssweep.pmu@gmail.com](mailto:ssweep.pmu@gmail.com) or Hard copies be delivered to **PMU -SSWSEEP/MGCSW** office located at Juba Nabari, Near Indian Embassy – Tongping Areas by or before **Friday 12<sup>th</sup> January 2024 at 04:00pm** (Juba local time) with the subject line or clearly marked as **Project Driver Service**.

Addressed to:

Director General,

Ministry of Gender, Child and Social Welfare (MGCSW),

Juba, Republic of South Sudan.



**Annex: I**

**TERMS OF REFERENCE**

**PROJECT DRIVERS SERVICE**



COUNTRY : Republic of South Sudan

NAME OF PROJECT : South Sudan Women's Social and Economic Empowerment Project (SSWEEP)

PROJECT ID: : P176900

Assignment Title : Project Driver Service

Number of Positions: 4 Drivers

Reference No. : SS-MGCSW-299662-SS-INDV

Place of assignment : Juba, South Sudan

Closing Date : 12<sup>th</sup> /01/2024 Time (04:00 PM) Juba local time



**1- Background:**

The Government of Republic of South Sudan has received funding from the World Bank towards the implementation of the proposed South Sudan Women's Economic Empowerment Project (SSWSEEP).

A Project Management Unit (PMU) has been established at the MGCSW to undertake overall project Implementation. The PMU will also act as the primary project link with the World Bank Task Team assigned to supervise the project. It is also responsible for ensuring all project activities are consistent with the project documents (i.e legal documents, Project Appraisal Document, Project Operations Manual and any subsequent agreements recorded in Aide Memoires or other communications.

**2- The Project Management Objective:**

The SSWSEEP aims to increase girls and women's access to livelihood, entrepreneurial and GBV services and to strengthen the government's capacity to provide these services.

**3- Project Components:**

The Project has four (4) components namely: (i) Community Empowerment Support to Women and Girls (ii) Women's Entrepreneurial Opportunity Facility (iii) Services for Survivors of GBV; and (iv) Institutional Strengthening and Project Management.

**4- Purpose of the assignment**

In order to support effective and efficient implementation of the SSWSEEP, MGCSW seeks to engage the Project Drivers Service to support Project Operations of the SSWSEEP by providing General support Service needs to the project by ensuring staff safety on the road and proper maintenance of the organization's vehicles on/off road. The role will also include preparing movement plans and reporting for easy support during movements.

**SCOPE OF THE ASSIGNMENT / ESSENTIAL DUTIES:**

The Project Driver(s) will be part of the Project Management Unit. The scope of work will be as follows:

- Provides transportation for the Project staff and all visitors as guided.
- Ensures relevant vehicle documents are up to date and well displayed which include inspection stickers, insurance certificates, speed governor stickers and any other
- Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, including car tyre condition
- In collaboration with the Office Administrator, schedule regular vehicle examination for service vehicles and ensure renewals for the vehicle license are done on a timely basis.

- Ensure sound running of the vehicles assigned and arrange for minor repairs where necessary.
- Carry out daily vehicle checklist.
- Maintain daily vehicle log sheets of all movements and update monthly mileage records
- Ensure that vehicles are always kept clean by washing both the inside and outside parts of the vehicle.
- Ensure that the steps required by rules and regulations, or other local procedures, are taken in case of involvement in an accident.
- Assist in maintaining records of use, condition, and fuel consumption of project vehicles.
- Be responsive to security risk levels and mitigate risk accordingly.
- Ensure timely reporting in case of any accident, injury or damage to vehicles to the supervisor.
- Ensures that the fuel level in each vehicle does not go below half tank.
- Assists project staff with basic field activities as needed e.g., field logistics.
- Assist with Photo copying, scanning of documents and packing supplies for field team travel.
- Obtains quotations and makes simple purchases on behalf of the office and as per instructions by the Supervisor.
- Records every trip made in the mileage book or any provided logging tool/platform.
- Ensures valid documentation for passengers, items or cargo in vehicle.
- Facilitates statutory payments and other utilities payments e.g. electricity Bills, visas & work permits
- Performs any other duties as required from time to time.

### Competencies/Requirements:

- Exceptional driving skills, including the ability to drive in different weather and traffic conditions
- Excellent time management skills to meet pick-up and drop-off deadlines.
- Driving experience with INGO's, UN Agencies, International corporations or Government agencies.
- Demonstrable experience driving long distances and for long hours.
- Fluency in English both written and spoken. Working knowledge of Arabic an added advantage
- Knowledge of geography and roads in South Sudan.
- Understanding of repairs and maintenance requirements for four-wheel-drive vehicles.
- Understanding of traffic rules and procedures in South Sudan
- The world Bank Procurement Regulations for IPF Borrowers applies for this recruitment process.

### Desirable:

- Experience with the vehicles to be used (4X4, Landcruiser's)
- Knowledge of basic mechanics and use of vehicle first aid kits and tool box.

### Qualifications and Experience:

- At least a High School Certificate or Secondary School Certificate is required
- B, C and D Category driving license
- A minimum of six (6) years of experience as a professional driver with no incidents.
- A certificate in motor vehicle mechanics an added advantage
- Age Must be from 30 -45 years

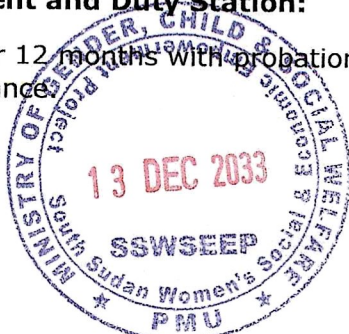


### Reporting relationships:

Under the general supervision of the Project Manager, the Project Office Drivers will directly report to the Office Administrator in all cases of activities related to SSWSEEP.

### Period of Assignment and Duty Station:

The assignment is for 12 months with a probationary period of six months. Extension may be granted upon satisfactory performance.



**Application Process:**

Please submit Resume/CV, Cover Letter, and Valid Driving license\* in one PDF document to [ssweep.pmu@gmail.com](mailto:ssweep.pmu@gmail.com) or Hard copies be delivered to **PMU -SSWSEEP/MGCSW** office located at Juba Nabari, Near Indian Embassy – Tongping Areas by or before **Friday 12<sup>th</sup> January 2024 at 04:00pm** (Juba local time)with the subject line or clearly marked as **Project Driver Service**.

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