

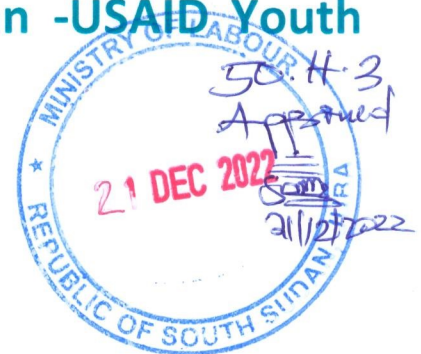
# Drivers (2)– South Sudan –South Sudan -USAID Youth Empowerment Activity (YEA)

**Position System Title and Grade:** Driver -grade 3

**Position Location:** Juba, South Sudan

**Project Name:** USAID Youth Empowerment Activity

**Anticipated Start Date:** Immediate



## EDUCATION DEVELOPMENT CENTER (EDC)

**Education Development Center (EDC)** is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

## EDC is committed to equity, diversity, and inclusion in the workplace.

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

## Project Description

The USAID Youth for Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across five states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. The USAID Youth for Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

## Position Description

The Driver will provide transport services, administrative and other logistical support to USAID Youth Empowerment Activity staff, visitors, and stakeholders in accordance with EDC's fleet management policy guidelines and procedures. This position reports to the Logistics Manager. This is a full-time position based in the Juba office but will be required to work with cross functional teams within the organization across the country.

## Primary Responsibilities:

- Provide transportation, using EDC vehicles, of goods, staff, and other authorized passengers in accordance with EDC policies and procedures.
- Daily operation and maintenance the vehicle assigned to the driver in a manner that ensures the highest degree of safety possible for the vehicle and its passengers.
- Keep accurate and up to date records using the vehicle and fuel log sheets provided.



- Inspect and be vigilant at all times for the detection of any faults and/or damage to the assigned vehicle, whether accidental or otherwise, and submit a written report of such faults and damage as soon as possible to the Supervisor.
- Ensure that EDC policies and procedures for safe vehicle operation and risk mitigation, such as proper use of door locks, parking in secure locations and timing of trips, are followed.
- Submit to the Supervisor the monthly vehicle utilization report summarizing vehicle/fuel use and vehicle repair/maintenance. This report will be accompanied by the fuel and vehicle log sheets for the period of the report.
- Prepare and submit the Weekly Control Sheet to the Supervisor for review and schedule repairs and maintenance as necessary.
- Willing to accept additional responsibilities as assigned from time to time by the Supervisor.

*The candidate for the position of Driver shall the following minimum qualifications:*

### Education:

Minimum of a secondary certificate or its equivalent.

### Skills and Experience:

- Must have a valid driver's license with all classes and a safe driving record with no traffic violations.
- Minimum of 5 years' experience as a professional driver with a reputable organization; experience working on a USAID financed project is a plus.
- Good awareness and commitment to follow all local and national driving laws, rules, and regulations.
- High level of integrity and attention to detail.
- Ability to proficiently read, speak and write in English and local Arabic.
- Experience driving four-wheel drive vehicles and driving on unpaved rural roads.
- Practical experience in maintaining vehicles and conducting minor repairs.
- Ability to make frequent up-country travels, often long-distance and sometimes overnight.
- Must have excellent inter-personal skills.
- Ability to remain calm in high-stress situations such as road accidents, bad weather conditions and impatient drivers.
- Must be reliable, dependable, flexible, and willing to work beyond routine hours.
- Previous training in safe vehicle operation/defensive driving preferred.

### Language:

Fluency in English and local Arabic is required.

### Application Instructions:

**Job closing date: January 13, 2023**

To apply, Applicants are encouraged to visit the Careers Page at: <https://go.edc.org/SouthSudanJobs>

Or hand deliver applications, enclosed in an envelope, to the Security Desk of River Camp/AFEX addressed to the attention of The Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity. Indicate on the envelope the position applied for.





Applications will be progressively reviewed as they are received. Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

***EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.***

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***Note: EDC doesn't solicit for money from applicants at any level of the recruitment & selection process.***

