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Approved



Jesuit Refugee Service – South Sudan

MECHANIC
<p>Location: Maban. Application Closing Date: 29th August 2023. Reporting Line: Logistics Officer. Start Date: As soon as possible. Position opened to: Nationals.</p>

Organizational Context:

Jesuit Refugee Service (JRS) is an International Catholic organization, with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and unattended by others and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, many of which centred around formal and informal education needs.

Job Summary

To perform highly skilled and complex mechanical repairs. the duty of the mechanic involves inspecting, repairing, fabricating, rebuilding and maintaining. Specifically, but not limited to, generator and light duty vehicles maintenance. Other mechanical work may involve heavy duty equipment. Ability to perform heavy manual labor. Work special hours as required. Ability to travel to other locations both within Maban and outside as needed to perform mechanic work.

The work is performed under the general supervision of the "Logistics Officer".

Key Responsibilities

Vehicles repairs and maintenance.

- Maintain vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Verifies vehicle serviceability by conducting test drives, adjusting controls and systems.
- Complies with state vehicle requirements by testing engine, safety, and combustion control standards. Facilitate logbook renewal inspections.
- Maintains vehicle appearance by ensuring they are cleaned, washed, or painted.
- Undertake welding, fabrication, mechanical or machining work as required.
- 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.
- Perform preventive maintenance including checking for leaks, worn parts, taking oil samples, orders and install replacement parts, adjusts, calibrates and inspects the operation of vehicles.
- Proactively provide advice on current and upcoming repairs to prevent any delays in using the vehicles.
- Produce weekly/monthly report on the vehicle's costs and parts.



Generator repairs and maintenance

- Maintain generator functional condition by repairing engine failures, repairing mechanical and electrical systems malfunctions, replacing parts and components, repairing body damage.
- Maintain generator appearance by ensuring they are cleaned, washed, or painted.
- Keeps generator usage and maintenance records up to date.
- Perform preventive maintenance including checking for leaks, worn parts, taking oil samples; orders and installs replacement parts, adjusts, calibrates, and inspects the operation of generators.
- Manages the operation of generators through strict adherence to the operation schedule.

Inventory/ store Management

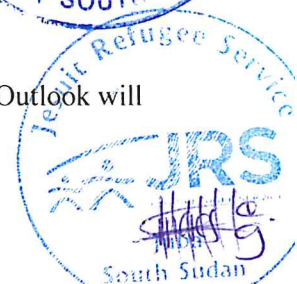
- Maintain vehicles and generator parts inventory. Keeps supplies ready by inventorying stock, documenting use, and placing orders for both vehicles and generators. Must keep specific part numbers and recommended brands.
- Keep a clean and organized work environment.
- Coordinate with Logistics Officer in person or via communications to identify name and part numbers of replacement parts needing to be ordered, then submit request to Supervisor for review.
- Fleet auto parts inventory, at least 1-2 times in a month.

Fleet management

- Maintain thorough and exhaustive vehicle records by recording service and repairs and ensuring that vehicle log sheets are being used.
- Provide support in allocation and management of vehicles movement and updating vehicles movement board whenever required.
- Provide cover for a Driver whenever required.
- Provide detailed input for the quotations, planning and reviews of all workshop projects.
- In coordination with Head driver and compound manager request fuel for cars in time to avoid delays in movement to field sites.
- Supervise the refuelling of all cars for JRS.

Education, Experience, and skills required.

- Certificate/Diploma/Degree in Motor Vehicle engineering.
- A minimum of 2 years' experience working as a Mechanic in an International humanitarian organization(s).
- Experience and considerable knowledge of the methods, materials and means related to mechanic and automotive repair.
- Knowledge of Equipment used in the maintenance and repair of various types of heavy equipment and other power-driven equipment and tools.
- Working knowledge of the occupational hazards and safety precautions of the trade.
- Skilled in the operation of a variety of tools and equipment used as a mechanic.
- Ability to repair generators, motorbikes and cars.
- Ability to prepare and maintain accurate records and reports.
- Ability to understand and carry out complex oral and written instructions.
- Ability to analyse and repair mechanical failures.
- Ability to work effectively and establish good working relationships with other employees.
- Ability to work effectively with the general public.
- Good traffic record.
- Should possess strong Physical and mental ability.
- Have a valid driver's license.
- Knowledge of computer in the areas of Microsoft Office such as Word, Excel and Outlook will be an added advantage.
- Good knowledge of wiring.



How to apply:

Interested candidates should submit the following documents to sds.recruit@jrs.net by August 29th, 2023 or drop their hard copy applications to JRS Office in Bunj - Maban behind Ministry Offices. with the subject of the email or address at the back of envelop as '*Application for Mechanic Position – Maban*'.

1. An updated cover letter demonstrating the candidate's suitability against the ideal Candidate Profile outlined above.
2. A current Curriculum Vitae with three Professional References.

PLEASE NOTE: Due to the urgent need to fill this position, we will be reviewing the applications. Only candidates who apply by the deadline and with the required experience demonstrated will be considered. Also, only shortlisted candidates will be contacted and only candidates who progress to the final oral interview stage will be informed of the outcome. **Female candidates are highly encouraged to apply.**

Commitment to Child Safeguarding:

JRS is committed to the safeguarding of children (under 18 years) who encounter with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS South Sudan staff are expected to comply with JRS Child Safeguarding Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

Commitment to Protection of Sexual Exploitation and Abuse (PSEA):

JRS South Sudan takes the protection of sexual exploitation and abuse (PSEA) seriously and all the JRS South Sudan personnel and volunteers are expected to comply with the JRS PSEA policy and to sign a declaration of commitment.

