



## DRIVER (1) POST

**NUMBER:** CINA/HR/20057/SC.6.A

**Location:** Magwi  
**Application Deadline:** 27.05.2020  
**Type of Contract:** Service Contract  
**Post Level:** SC.6.A  
**Reporting to:** Field Team Leader  
**Starting Date:**  
(date when the selected candidate is expected to start) Immediately  
**Duration of Initial Contract:** 12 months

### BACKGROUND

Community in Need Aid (CINA) is a national NGO working in South Sudan, based in Juba and mandated to save lives, protect dignity and develop resilience of children and families from effects of conflicts and disasters. CINA has been working in Jonglei, Central Equatoria, Western Equatoria and Lakes States since 2011 to date. CINA is currently implementing an Integrated Protection in Emergency Programme, including General Protection and Child Protection in Emergency (provision such as Family Tracing and Reunification, Psychosocial Support, Case Management and Mine Risk Education Services) for children, adolescents and families affected by conflict. To effectively achieve the programme objectives, CINA is therefore, seeking a qualified candidate to fill the position of Driver (1) post.

### DUTIES AND RESPONSIBILITIES

Under the direct supervision of Field Team Leader/Senior CP Officer, the incumbent will perform the following duties:

#### ***Accountability***

- CINA vehicles are properly maintained and equipped as per technical guidance and specifications established by the Organization.
- Local traffic rules and regulations are strictly observed.
- Instructions and security guidance provided by the supervisor and security focal point are strictly followed by the Driver and the passengers during the journey.

#### ***Responsibility***

- Drive CINA vehicles for the transport of authorized passengers and delivery and collection of mail, documents, CINA pouch and other items.
- Meet official personnel at the airport and facilitate immigration and customs formalities as required.



from the heart of humanity

- Perform day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc. and ensure that the assigned CINA vehicles are road worthy and maintained up to the established security standards.
- Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept clean.
- Ensure that the steps required by rules and regulations are taken in case of involvement in accident.
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Perform other related duties as required.

#### **Authority**

- Drive the vehicle only when his/her safety or security is not at risk.
- Ask the passenger about the destination of the journey and route.
- Decline to drive passengers not authorized to be in a CINA vehicle.

#### **Essential Minimum Qualifications and Professional Experience Required.**

- Completion of Secondary Education or equivalent technical or commercial school.
- Minimum 3 years of previous job experience relevant to the function.
- Driving license, knowledge of driving rules and regulations and skills in minor vehicle repair.
- Good knowledge of English and local language.
- In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.

#### **Desirable Qualifications & Competencies.**

- Mechanical skills.
- Knowledge of local language is an added advantage

#### **How to Apply:**

Please send your application and CV with accompanying documents of credentials to the Finance & Administration Manager CINA South Sudan Head Office in Juba, Atlabara 21<sup>st</sup> Street, Juba South Sudan or electronically to [anyanzo@cina-southsudan.org](mailto:anyanzo@cina-southsudan.org) with cc to [lual@cina-southsudan.org](mailto:lual@cina-southsudan.org) by **27<sup>th</sup> May 2020 latest 5:00 pm**

**Important:** CINA is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subjected to enhance past crime record checks, qualifications and experience checks and satisfactory references, and will have to sign CINA's Child Protection Policy and code of conduct as they take their job offers.

**DUE TO URGENCY OF RECRUITING THIS POST, SELECTIONS WILL START BEFORE THE DEADLINE!**

