



VWB Canada- UAP-Equatoria Tower, Hai Neem, Malakia-Juba Road, Juba- South Sudan

JOB ADVERTISEMENT – LOGISTICS ASSISTANT/DRIVER

ABOUT VSF CANADA

Veterinarians without Borders/ Vétérinaires Sans Frontières – (VWB/VSF Canada) is a charitable, International humanitarian organization, founded in 2005, whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. VWB engages in activities around the world related to the health of farm animals, urban domestic animals, and wildlife, as well as public and ecosystem health. See www.vwb.org for more details.

South Sudan Livelihoods and Resilience Project (SSLRP) is a community-driven development project executed by the South Sudan Ministry of Agriculture and Food Security. The project is funded by the International Fund for Agricultural Development (IFAD). VSF Germany has been assigned a leading role in the implementation of the project in five counties of Torit, Bor South, Magwi, Terekeka, Kajo Keji. The South Sudan Ministry of Agriculture and Food Security and its partners IFAD, VSF-Germany, AAHI and VWB/VSF Canada secured additional financing from the Global Agriculture and Food Security Program (GAFSP) to scale the project to 3 other Counties (**Wau, Jur River and Awerial**) and increase the number of payams in the existing Counties. The GAFSP is a multilateral financing platform dedicated to improving food and nutrition security worldwide. Under the additional financing, VWB/VSF Canada will implement the SSLRP project in the 3 new Counties.

VWB/VSF Canada is seeking to recruit qualified and well-experienced Logistics Assistant/Driver to support the implementation of this project in Wau and Jur River Counties, Western Bahr el Ghazal State. He/She will be based in Wau County but with frequent visits to the field sites (Payams, Bomas, and Villages). The incumbent will work in collaboration with other staff, local authorities, and the Project Officer.

ABOUT THE JOB

Position Title: Logistics Assistant/Driver- SSLRP

Number of Positions: 1

Duty Location: Wau

Reporting to: The Operations Manager / Project Manager SSLRP

Term: Full-time, 12 Months (3 Months' Probation) Renewable depending on performance and funding.



JOB SUMMARY

The purpose of the Logistic Assistant/Driver's role is to help the operations manager in carrying out administrative tasks, such as generating reports, scheduling logistics meetings, responding to vendors or clients, and preparing invoices. Their administrative support allows the ops manager to focus on more technical tasks. The **Logistics Assistant/Driver** will play a pivotal role in the successful implementation of the project activities as a team member.



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The position will be supervised by the Operations Manager and the Project Manager for SSLRP.

Key Duties and Responsibilities

Driver roles

- Transport goods, equipment, and personnel to and from specified locations in a timely and efficient manner.
- Maintain timely maintenance of VWB's office vehicle ensuring that the vehicle is utilized efficiently and in good order.
- Keep the vehicle and all its equipment clean and safe.
- Filling and maintaining the daily vehicle logbook and fuel consumption sheet correctly.
- Keep mileage records and repair records up to date.
- Perform regular safety checks on vehicles to ensure they are in good working condition before and after each trip.
- Ensure that all necessary paperwork and documentation are in order before transporting goods and passengers.
- Adhere to traffic laws and safety regulations to avoid accidents or incidents.
- Report any incidents or accidents to the management immediately.
- Perform vehicle inspections and basic maintenance, reporting any issues promptly.
- Plan and follow the most efficient routes for each trip to ensure on-time delivery.
- Load and unload goods or equipment as needed, ensuring their safe handling and secure storage.
- Adhere to safety protocols and emergency procedures, including first aid and crisis response.
- Ensure that all required vehicle documents, such as licenses, insurance, and registration, are up to date and valid.
- Report any accidents, injuries, or traffic violations and cooperate with VWB law enforcement authorities.
- Follow VWB South Sudan policies and guidelines on vehicle use and code of conduct.
- Stay updated on local traffic and road conditions that may affect transportation schedules.

Logistics Support

- Support the planning of field trips and provide necessary items such as first aid kits, fuel and spare parts
- Support the initial preparation of tender documents and assist with local procurement of office supplies
- Provide logistical support for office events, training, meetings, and conferences such as hotel bookings, flight bookings, and ticketing
- Coordinate the transportation, shipment, and receipt of office supplies and equipment
- Distribute and maintain records of all office equipment and supplies according to VWB's finance policies and procedures.



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Competencies

- Technical proficiency in vehicle repair and maintenance
- Excellent knowledge of South Sudan's traffic rules of road safety
- First aid training completed
- Good interpersonal skills, and punctuality
- Ability to work effectively in a multi-cultural team
- Affinity with VWB's mandate and principles

Qualifications, Experience & Skills required.

- Valid Driving License
- At least 3 years of experience as a logistics Assistant/driver
- Excellent understanding of procurement and logistics policies and procedures with an emphasis on organizational policy and donor compliance
- Completion of secondary school or diploma in logistics or business administration is a plus
- Ability to communicate well in English and local Arabic
- Strong communication, memorization, and teamwork skills.
- Outstanding organizational and investigative abilities.
- Capacity to perform your duties diligently, particularly during stressful periods.
- Physically fit and mobile.

How to apply:

To apply, submit a cover letter and detailed resume **clearly explaining how your skills and experience meet the expectations of the position description and academic certificates.** Please submit your application to: ssrecruitment@vwb.org or hand deliver to our office at UAP Equatoria Tower- 6th Floor Wing B. Hai Neem- Malakia-Juba Road.

Application closes: May 24, 2024

Please write "**Logistics Assistant/Driver-Wau**" in the **subject line of the email.**

VWB/VSF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious and ethnic backgrounds, including persons living with disabilities, to apply to join our organization.

NB: This Position is only for South Sudanese Nationals.

