

AAH-I South Sudan Country Programme  
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)  
Juba Town, Republic of South Sudan



## JOB VACANCY

### DRIVER

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of **Driver** to be based in **Juba**

**Reports to:** Hr/Admin Manager

**Liases with:** Warehouse, Workshop and Other Heads of department

**Duty Station:** Juba, South Sudan

#### Job summary and Purpose

- Responsible to drive Office trucks and buses for transportation of goods, refugees/returnees and other persons authorized by the office.
- Responsible to keep the truck/bus to the highest standard by observing the maintenance interval.
- Carries out daily inspection of the truck/bus before starting the engine, checking leakages, lubricants levels, water levels, fuel level, air level and checks wheels and tighten all loosen bolts and nuts.
- Undertakes minor repairs/maintenance of the truck or bus
- Ensures that truck's/ bus tools/equipment as well as all official documents are kept properly.
- Make sure that truck's gauges are working properly and that any dysfunction is immediately reported to the Logistics/Operations Officer.
- Adheres to the traffic rules and regulations of the Country
- Drive carefully project truck or bus by taking into consideration all available security and safety information, roads conditions, etc.
- Fills in the bus/truck's logbook correctly and conscientiously in accordance with AAH-I standards.
- Ensure regular cleanness of the truck or bus (interior and exterior)
- Observes strictly speed limit and engine idling periods as indicated
- Drives office light vehicles when there is no movement for truck or bus
- Assists with any other work assigned by the office.





## Duties and responsibilities

- Cleans the interior and exterior of the vehicle(s) regularly.
- Checks daily oil level, water, brakes and brake liquid, tyre pressure, battery levels and head lights, brakes, body work for dents etc.
- Responsible for the truck/bus documents (log-book, insurance, ration cards and any other important document)
- Observes strictly maintenance intervals as indicated on maintenance card issued by workshop
- Update the ration card when refuelling the truck/bus from any AAH Fuel Station.
- Reports need for service and carries out minor repairs such as cleaning of air filters, top up oils, replacing flat tyre, tighten loosen bolts and nuts...
- Immediately reports all involvement of the truck/bus in road accident, including minor accident damage, loss or theft of fittings.
- Respect speed limit while driving, especially in towns.
- Ensure that security measures are respected and that traffic regulations are observed.
- Any non-authorized modification of truck's tachometer will result into termination, this applies also in case of bus/truck's fuel stealing and none authorized cargo loading.
- Responsible to use all available information (including current radio news on traffic conditions) to update daily knowledge of road conditions, current passable routes and locations, and shares the information with other office drivers.

## Expected Results

- All trucks/buses are correctly used for transportation of goods, refugees/returnees and other persons as authorized by the office.
- Persons transported reach their destination safely and cargo transported reach without damage or loss and with clear handing over documents i.e. waybills, manifests, etc
- Maintenance intervals are observed and no truck/bus is driven beyond the indicated maintenance time.
- Daily inspection of the truck/ bus is done every morning without being reminded to.
- Truck's tools/equipment as well as all official documents are kept properly and no loss is reported due negligence.
- Truck's gauges are working properly and any dysfunction is immediately reported to the Logistics/Operations Officer.
- Safety measures and security information are always respected.
- No accident happens due to negligence or carelessness of the driver
- No over-speeding is reported
- No fuel loss or siphoning is observed
- No traffic rule/regulation is breached
- Unnecessary engine idling is avoided
- Bus/Truck's logbook is always completed correctly and conscientiously in accordance with AAH-I standards.
- Trucks/Buses are maintained clean all the time.
- Discipline and respect of other staff and road user are observed

## QUALIFICATIONS

- Secondary School Education
- Holds a valid South Sudan driver's license and required category



- At least 2-5 years' work experience as a driver in the same category.
- Basic skills in mechanical works is added advantage

### **SKILLS AND COMPETENCIES**

Good knowledge of English and Arabic widely used in the Country.  
Discipline and punctuality.  
Resilience and patience  
Familiarity with cities and regions of the Country  
Friendly conduct with everyone.  
Physical fitness as required by the type of work  
Willingness to upgrade skill as required by the tasks to be performed



### **Application Instructions**

- ✓ AAH-I is an equal-opportunity employer.
- ✓ **Interested candidates should address their application letters to the HR Manager AAHI South Sudan**
- ✓ Hard copies applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Logistics Base, Jamjang**
- ✓ **Deadline:** All applications must be submitted latest by **06 September 2022 COB (4.00PM)**.
- ✓ Due to the high number of applications we receive, we will only get back to shortlisted candidates.

