



South Sudan JOB VACANCY



Position Title: Driver (1 position)

Location: Juba

Reports to: Logistics and Admin Officer

Supervises: None

Contract Type: Fixed term contact

Vacancy Number: RI-SSD-HR-2026.03-JB001

About RI:

Relief International is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing. People living in fragile settings face complex, interconnected and deep-rooted crises that often tear a hole in the social fabric of communities. When this happens, our teams work closely with community leaders; first focusing on critical health needs, and then, as communities recover, focusing on both health and wellbeing programming that helps reweave the social fabric for greater resilience in the future. Our team of more than 7,000 staff and local volunteers work in 15 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that is safe, truly local, conflict sensitive, climate smart, evidence based, and reaches those in need. Relief International is a 60-year-old international NGO alliance that is the product of mergers and alliances between four organizations. Today, Relief International is comprised of Relief International, Inc., Relief International-France, Relief International-UK and Relief International-Europe, all of which are led by a single senior leadership team.

Position Summary:

S/he will support program implementation and day to day vehicle/transport needs of staff and goods for the office. S/he must abide by all national and local laws and have legal right to drive in all locations of assigned work. All actions will be done with strict adherence to RI policy and procedures with an aim to provide safe and secure movements for RI teams.

Key Responsibilities

- Transport (drive) staff and goods to areas of project implementation, meetings, celebrations, activities, work activities, bank, purchasing trips, etc. Drive throughout the area of operations (duty station) including occasionally to and from other governorates.



- Ensure adherence to all RI policy and procedure related to vehicle movement which includes but is not limited to:
 - All staff and passengers wear seatbelts at all times
 - Drive at the speed limit at all times
 - Never speak on the phone while driving
 - Stay alert and never drive under the influence or when feeling unfit.
 - Report immediately any incident which involves the vehicle and/or any of its passengers.
- Drive in hard terrain including off-road driving, driving in heavy rain, under duress, or harsh conditions.
- Maintain the vehicles in working condition and provide thorough maintenance checks regularly. Perform daily and weekly checks of vehicle (oil, tires, fuel, etc.)
- Ensure accurate and up to date recording of all vehicle movements and have staff verify with signature being transported
- Ensure the vehicle is kept clean inside and outside with regular washing and removal of trash
- Report any misuse of vehicle or fraudulent behavior related to use and maintenance of vehicle (i.e. fuel consumption, drinking, unauthorized trips, etc.)
- Serve as safe escape route for staff if a situation gets unmanageable at location.
- Ensure vehicle registration and other official documentation is up to date
- Ensure fuel in vehicle is always more than half tank

Qualification and Minimum Requirements:

Applicants should;

- Highschool graduate
- Valid driver's license. 5-6 years of experience as Driver.
- No criminal record, clean driving record, no outstanding traffic violations or tickets
- Good vision
- Able and willing to work in a multi-cultural environment;
- Proficiency in English and ability to communicate and to draft notes;
- Previous professional experience with INGOs and defensive driving course certificate is an asset.
- Experience with logistics tasks (visa, permits, communication equipment) could be an asset;
- Use of standard office equipment; computer skills is an asset

GENERAL CONDITIONS:

- Applicant must not be a person with bad records or have been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child Abuse cases.

We would like to share Relief International's values with you:

- We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:
- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability



APPLICATION SUBMISSION CRITERIA

HOW TO APPLY:

Aspiring, potential, and interested applicants should submit copies of non-returnable motivational letter, national ID, CV and copies of academic documents to [RI-SSD-HR-2026.03. JB001 Driver](#) . All above mentioned documents should be non-returnable. Or all above-mentioned documents in a sealed envelope to Relief International office in Juba Na-Bari Plot 347, Block 2-K.

- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (On rolling basis) and only shortlisted applicants will be contacted within two weeks of closing date.
- Deadline: 8th April 2026-4:30 pm SSD local time

