



## VACANCY ANNOUNCEMENT: (External)

Ref No. **BBC MA/JBA/16042024**

<b>Job Title:</b>	Driver x1
<b>Contract type/Time:</b>	8 months fixed term
<b>Location:</b>	Juba.
<b>Eligibility:</b>	South Sudan National only
<b>Deadline for submission:</b>	3 <sup>rd</sup> May 2024, 5 PM CAT

### JOB SUMMARY:

To provide safe transport to staff and ensure the vehicle is well maintained. Adapt a defensive driving style as and when necessary. Follow the Standard Operating Procedure (SOP) related to transport to ensure the safety of the passengers and vehicle maintenance.

### Main Duties:

- Perform transportation and driving duties as assigned by line manager.
- Ensure the vehicle is in a road worthy condition plus cleanliness at always.
- Ensure that all passengers follow vehicle policy and procedures.
- Maintain the vehicle logbook for all trips taken and assorted replenishments.
- Ensure all vehicle documents are always up to date.
- Driving on the weekends for the expat's movement.
- Understand and comply with the Safeguarding Policy and the Staff Code of Conduct.
- Participate in relevant mandatory training on safeguarding and respect at work.
- Report any safeguarding concerns immediately, to your line manager, or using the Whistleblowing Policy.
- Any other tasks assigned by line manager.

### PERSON SPECIFICATIONS - REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- English and Local Arabic speaking skill is required.
- Secondary School Certificate.
- Minimum 5 years' experience with clean driving record in an INGO environment.
- Valid driving license.
- Knowledge of vehicle and driver safety.

### COMPETENCIES:

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

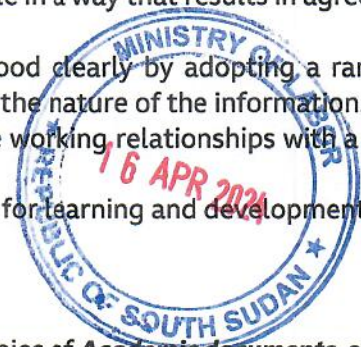
- **Analytical Thinking** – Able to simplify complex problems, processes or projects into component parts, explore and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem-solving and/or development.



# BBC MEDIA ACTION

Kololo Road, Goshen House, Plot No. 23,  
Government Cantonment Block, Juba South Sudan,  
[www.bbcmediaaction.org](http://www.bbcmediaaction.org)

- **Decision making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.
- **Planning and organisation** – Is able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities considering all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Resilience** – Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with provocative situations. Can demonstrate an approach to work that is characterised by commitment, motivation, and energy.
- **Influencing and persuading** – Ability to present sound and well-reasoned arguments to convince others. Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change.
- **Communication** – The ability to get one's message understood clearly by adopting a range of styles, tools, and techniques appropriate to the audience and the nature of the information.
- **Managing relationships**– Able to build and maintain effective working relationships with a range of people.
- **Self-development**– Is able to identify and apply opportunities for learning and development.



## **APPLICATION SUBMISSION CRITERIA:**

To apply, please submit your **CV** of maximum 2 pages, **cover letter**, Copies of **Academic documents**, and **National ID Card** to email address [Recruitment@ss.bbcmediaaction.org](mailto:Recruitment@ss.bbcmediaaction.org) or hard copy delivered to BBC Media Action Office at Kololo Road, Goshen House, Plot No. 23, Government Cantonment Block, Juba South Sudan

## **MANDATORY:**

The position should be clearly indicated in the email subject line as **"Driver - BBC MA/JBA/16042024"**.

## **SAFEGUARDING:**

The role involves working with groups of vulnerable children and adults. BBC Media Action is committed to providing a safe and trusted environment for every person connected to the work we do; and to preventing any type of unwanted behaviour including sexual harassment and exploitation, abuse, and financial misconduct (a zero-tolerance policy). Any candidate offered a job with BBC Media Action is expected to share and demonstrate our values and adhere to BBC Media Action' Safeguarding policy and sign BBC Media Action' Code of Conduct. A police or any previous work place background check may form part of the recruitment process.

## **QUESTION:**

Do you have anything in your history, either professionally or personally, that conflicts with BBC Media Action [Code of Conduct](#)?

Yes  -Please provide further comments in additional sheet of paper and attached with your application. All declarations will be kept confidential. Please note, non-disclosure of something that could impact your role, may lead to termination of your contract, if successful recruited.

