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JOB VACANCY

AUTO MECHANIC – AAHI, South Sudan

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 candidate to fill the vacant position of Auto-Mechanic to be based in Yambio (Western Equatoria State).

Reports to: Workshop Supervisor

Responsible for: The Auto Mechanic is repairing and servicing fleet booked into the workshop for both auto electric and mechanical, Installations tasks, diagnosing faults finding on the fleet and determining the extent of repairs required.

Liaises with: Head of the section

Duty Station: Yambio (AAHI-WVI Field Office) Western Equatoria State

Job Summary:

Reporting to the Field workshop supervisor, the primary role of the Auto Mechanic is repairing and servicing fleet booked into the workshop for both auto electric and mechanical, Installations tasks, diagnosing faults finding on the fleet and determining the extent of repairs required. Inspecting vehicle computer and electronic systems to repair, maintain and upgrade. Installations tasks, diagnosing faults finding on the fleet and determining the extent of repairs required. Stripping, fitting and replacing components on vehicles of various makes, types and kinds. She/he shall undertake inspections, repairs and routine preventative maintenance for fleet under Juba/field Location and ensure that all vehicles, plant and equipment meet or exceed set repair and maintenance standards.

The emphasis on quality control and customer-centered attitude will be the hallmarks of her/his day to day work. She/he will be required to comply with the Workshop Standard Operating Procedures {SOP}, Internal Control Procedures and AAHI vehicle operation & maintenance management policy.



II: TASKS AND RESPONSIBILITIES

R1: Preventive and breakdown maintenance of motor vehicles and equipment

- 1.1 Carry out the mechanical/electrical preventive maintenance and repair of vehicles, plant and equipment including but not limited to LVs 4x4 vehicles, Trucks/Bowser, Generators, Motor cycles and various makes, types and models.
- 1.2 Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- 1.3 Carry out repairs/ maintenance of fleet as per the manufacturer's recommendations to attain quality standards on the assets under repair.
- 1.4 To update vehicles/generators and other assets repair schedule and timesheet.
- 1.5 Perform vehicle repair such as, mechanical, electrical accessories, and will check thoroughly any signs of malfunctioning of the system and do a corrective measure when required.
- 1.6 Will carry out all major breakdown repairs, and diagnose faults. Overhaul engines, gearboxes, transmissions, differentials, and designates staff to carry out specific task in a timely manner. Will retrieve/attend and repair, rescue broken down vehicles in the fields.
- 1.7 In the absence of the Supervisor/Foreman, will administers day to day vehicle repairs and other workshop related activities and reporting
- 1.8 Responsible for the preventive maintenance of the project's vehicle including tools care & inventory. Assist in identifying needed tools or equipment for future needs.
- 1.9 Assigns work to the workshop personnel (junior mechanics) and records each job time performed on the time sheet and job codes to each job carried out.
- 1.10 Adhere to preventive maintenance schedule of equipment, vehicles, generators and motor cycles and updated records.
- 1.11 Will carry out fabrication/welding repairs of generators frame/cage, water tanks, diesel tanks, pipes fittings, welding and repairs on vehicles.
- 1.12 Enforcing any new rules/regulations should be upon management consent and through proper channel.

R2: Safety precautions and quality control

- 2.2 To consistently deliver high quality repairs in the required timeframes, which will ensure clients' needs and requirements are met.
- 2.3 To ensure that all electrical appliances are turned off in the evening before closing for the day.
- 2.4 To complete all worked-on job cards and record all additional repairs and parts and ensure that a checklist has been performed and update timesheet.
- 2.5 Adhere to workshop safety rules and procedures are followed, including designating highly flammable substances and use of right tools and equipment.
- 2.6 Complies with statutory regulations of vehicle requirements by testing engine, safety, and combustion control standards.
- 2.7 Avoid contamination of environmental concerning the handling of hazardous materials routinely used in fleet service operations e.g. used oils, AC gas.
- 2.8 Observe Occupational Safety and Health Administration (OSHA) regulations, and fleet policies and procedures pertaining to the safe performance of fleet service operations.
- 2.9 To segregate used parts before disposal.
- 2.10 Maintains vehicle/equipment/working area appearance by cleaning and washing after repair and work.
- 2.11 Protect exposed sensitive sensors during engine/operating unit/components while cleaning.
- 2.12 Make use of personal Protective equipment (PPE) to minimize workshop personal injuries.



III: AUTHORITY

- **Spending Authority:** none.
- **Supervision:** Supervises Assistant mechanic
- **Decision Making:** Decisions limited within prescribed standards during delegation.



Required Qualifications

- Minimum of Diploma in Mechanical Engineering (Auto-motive/Plant and Technician Craft) or equivalent study area related to humanitarian project objectives;
- Valid driving licences
- Minimum of 3 – 5 years of work experience in repairs and maintenance of vehicles and equipment especially 4WD, Generators and equipment in the automotive field.
- Knowledge and Multi – skill Mechanics experience in Auto Electrics/electronics, welding and fabrication works a great Advantage
- Substantial experience and knowledge in troubleshooting and working knowledge of vehicle diagnostic systems and methods
- Experience in busy automotive workshop, Garages, INGOs, Humanitarian and Project Settings;

Additional Skills & Competences

- Demonstrated effectiveness and lead experience in Country and fund development.
- Strong analytical (both political and organizational) skills with good attention to detail.
- Ability to develop and manage and motivate a Country Programme team.
- Excellent diagnostic and good trouble shooting skills
- Problem solving skills and reliable team player
- Computer literacy
- Training and working knowledge of Workshop Safety skills
- Reporting writing and Coaching skills
- Demonstrated experience in leading multi-cultural and cross-functional teams.
- Strong humanitarian relief experience and ability to work in an active conflict setting.
- Excellent diplomatic skills with ability to create positive relations with staff, senior government officials, international organizations, NGOs and CBOs to enhance AAH-I's programs;
- Commitment to and understanding of AAHI Values, Vision and Mission.

Application Instructions

- ✓ AAH-I is an equal-opportunity employer.
- ✓ **Interested candidates should email application letter and CV (with 3 referees) addressed to recruitss@actionafricahelp.org.**
- ✓ **The email Subject Line must show the Job Vacancy.**
- ✓ **Deadline:** All applications must be submitted latest by **22nd September, 2021 COB (4.00PM)**.
- ✓ We thank candidates for their high interest in the opportunities we publish on our website.
- ✓ Due to the high number of applications we receive, we will only get back to shortlisted candidates.

