



TERMS OF REFERENCE

Job Title: National – Road Convoy Leader
Responsible to: Logistics Officer
Locations: Juba, Bentiu, Bor, Kapoeta, Kuajok & Wau and other regions
Positions required: 10
Country: South Sudan
Deadline: 28/Oct/2022

General Description:

Required to transport cargo in the form of both food and Non-Food-Items in accordance to the Procedures & Normative Guidelines, as established by WFP.

Key Tasks and Responsibilities:

Under the direct supervision of the Access unit/Logistics unit the incumbent shall perform the following duties:

- Perform the identical duties as driver, as indicated below, but with the additional responsibilities of:
- Carry responsibility for convoy and drivers and provide leadership and guidance to those vehicles under the convoy.
- Responsible for telecommunications and usage of IIF & VIF radio & Thuraya communications to inform Traffic Officer of progress and position on an hourly basis.
- Ensure that all drivers carry out their tasks and responsibilities in accordance to their job descriptions.
- Responsible for all security issues that may arise and always decide safest option for convoy and use careful judgement to ensure safe passage, in case of incident employee/employer shall be accountable.
- In the event of breakdown or recovery, decide upon best course of action to recover vehicle in the safest and quickest manner without potential damage being caused by in this exercise.
- Ensure that correct quantities are offloaded at the actual destination and direct the issue of payments to Logistics unit.
- Perform a daily inspection of the vehicle and ensure that it is mechanically sound and to report any problems or defects to immediate supervisor.
- Ensure that the vehicle under direct responsibility is thoroughly cleaned and maintained in a good mechanical condition.
- Ensure that the Vehicle logbook is duly completed on a daily and timely basis free from errors to maintain good records.
- Ensure that the vehicle is always fuelled on time and make sure that the fuel consumption figures are maintained within the established parameters as set by WFP.

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Approved by
Shirreda
MOE
11/10/2022



- Responsible to ensure that the cargo loaded at Origin is safely transported to the Destination free from contamination, losses or damage, and held accountable by the employee/employer.
- While cargo offloading will witness loading together with tally clerk and ensure signing and endorsing of Waybill at destination.
- Held responsible and accountable for vehicle and any tools or equipment given to the driver (and signed for) and ensure that it remains in good condition.



Ensure that the vehicle is loaded (metric tonnes) in accordance to the established Payload of the vehicle and under no circumstances to exceed this limit. Cargo must be loaded uniformly and equally distributed for safety reasons.

- Drive always in a safe and responsible manner with due respect and attention for other vehicles, property
- Whilst the vehicle is in the workshop the driver shall assist in repairs & maintenance activities as required.
- Any accident that may occur must be immediately reported to supervisor and/or other parties concerned
- Driver will only travel to authorised destination and only load authorised cargo, under no circumstance shall deviate from this unless authorised by immediate supervisor.
- Will perform any other duties as requested by immediate Supervisor

Team Management:

Will liaise and co-operate with all other WFP employees and Cooperating Partners.

Reporting:

Persons Reporting: Drivers, Logistic Associate, Traffic Monitors

Qualification & Experience:

- Minimum of 5 years of demonstrable relevant Transport experience and/or minimum of 3 years of demonstrable relevant Fleet Management experience.
- High school graduate
- English is essential. Fluency in Arabic is desirable.



Performance Criteria:

- Ensure that established route turn-around-times (expressed in Days / hours) and distances (expressed in kilometres) are within parameters set as well as respecting the established standard night out allowances, notwithstanding abnormal circumstances, such as security.
- Fuel consumption figures maintained within parameters set.
- Vehicle maintained in good mechanical condition; limited tyre wear free from any breakages in accordance to standards set by the Organisation.

- Cargo loaded, securely and safely, transported from Origin to destination in a secure dry environment and duly received in a good sound condition at the receiving location.
- Complete all Vehicle administrative documents (Vehicle Logbooks, Way Bills, etc.) accurately and correctly and in turn, hand them over to Traffic Manager on a timely basis.
- Required to report on time for duty as per established established working hours and sign the time sheet prepared for this purpose.
- Ensure that both loading / un-loading times are kept to a minimum acceptable level and to report any abnormal waiting times.



To apply for this role please send your CV and Cover letter most preferably by email to the address: southsudan@ctg.org

In Juba – please deliver your application to CTG office in Rock city near to South Sudan Football Associations.

IMPORTANT REQUEST

- Please make sure the subject of your email states "locations on Application", or your application might be overlooked.
- Kindly avoid naming your CV as CV, Updated CV, by Job title or organization name

For hard copy deliveries kindly include position applied for on the envelope.

