

**EXTERNAL JOB VACANCY**

**Vacancy NO.** MELUT-DR-2023-03- 02\_ 01 \_ N

**Job Title:** Driver (1 Post)  
**Location:** Melut County  
**Duration:** 6 Months with possible extension, depending on availability of funding  
**Reports to:** Operations Officer  
**Start Date:** ASAP  
**Eligibility:** South Sudanese National only, females encouraged to apply

**About RI:** Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

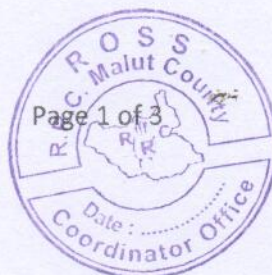
RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

**Position summary:**

Under the supervision of the Operations officer, the Driver is responsible for providing safe, secure, timely, and reliable transportation for RI staff and goods. Maintain the vehicles up to RI standards through performance of regular checks. And comply with the RI driving rules and regulations as well and Southern Sudanese traffic laws.

**SPECIFIC JOB DUTIES AND RESPONSIBILITIES:**

- Drive RI employees, goods and/or equipment to their destinations (areas of project implementation, meetings, work activities, purchasing trips, etc.) including occasionally to and from other Counties as requested in a safe, courteous, and law-abiding manner.
- Observe all RI vehicle policies and procedures at all times, includes but is not limited to:
  - All staff and passengers wear seatbelts at all times
  - Keeping parked vehicles secure
  - Drive at the speed limit at all times



- Never speak on the phone while driving
- Stay alert and never drive under the influence of alcohol or when feeling unfit.
- Report immediately any incident, which involves the vehicle and/or any of its passengers.
- Maintain the vehicles in working condition and provide thorough maintenance checks regularly.
- Perform daily and weekly checks of vehicle (oil, tires, fuel, etc.)
- Clean inside and outside of the vehicle with regular washing and removal of trash.
- Maintain accurate and up to date recording of all vehicle movements through the updating of logbooks.
- Verify mechanical soundness, safety, and presence of proper equipment and promptly report any maintenance or mechanical issues to the operations officer.
- Confirm road conditions and security at the start of every journey into the field.
- Ensure vehicle registration, insurance and other official documentation is up to date
- In case of accident, immediately report to Operations Officer by filling out an incident report form
- Assist passengers with loading/unloading of goods into/out of vehicles.
- Any other duties as requested by line manager
- **RI has zero tolerance for the use of alcohol when operating an RI hired or owned vehicle. If a driver has been found to have consumed any alcohol prior to operating a vehicle or is found to have alcohol within the vehicle they will be immediately dismissed from their position.**
- **A DRIVER MUST DEMONSTRATE IMPARTIALITY AND NEUTRALITY AT ALL TIMES WHEN WORKING FOR RI.**

#### Accountability

- The Driver is accountable for the implementation of RI vehicle policies and procedures, donor regulations and local laws.
- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported in accordance with incident reporting policy. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers.

#### Confidentiality

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of RI acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.
- Protect patient and beneficiary information.

#### Note:

- The role of the **driver** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **driver** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

#### Qualification and Minimum Requirements:

Applicant for this position MUST have the following:

- High school graduate



- Must possess a valid South Sudanese Driving License
- Must demonstrate ability to operate 4WD vehicles safely in city and field conditions
- No criminal record, clean driving record, no outstanding traffic violations or tickets
- Good vision
- Able and willing to work in a multi-cultural environment;
- Must be patient and hard working
- Must be respectful of staff and beneficiaries
- Mechanical experience preferred
- Knowledge of English, and Arabic, required

Work Experience: 2-3 years of work experience as a Driver with an NGO or International organisation

**Applicant must not be person who has bad record or has 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 interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope clearly marked **MELUT-DR-2023-03-02\_01 \_ N** to CHD office in **MELUT**  
**Or by Email to; [recruitments@ri.org](mailto:recruitments@ri.org)**

Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received

**Deadline: March 15, 2023, 4:30 pm SSD local time**

- Only shortlisted applicants will be contacted
- Document once submitted will remain the property of Relief International, so do not enclose Original document while submitting your application.





### EXTERNAL JOB VACANCY

**Vacancy NO.** 27-MELUT -HRO - 2023-03- 02-21 – N (Re-advertisement)

**Job Title:** Human Resource & Administration Officer (1 Post)  
**Location:** Melut County  
**Duration:** 8 Months with possible extension, depending on availability of funding  
**Reports to:** Area Coordinator  
**Start Date:** ASAP  
**Eligibility:** South Sudanese National only

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RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

#### Position summary:

Working under the supervision and guidance of the Area Manager, the HR and Administration Officer will ensure timely and quality delivery of HR services to its daily clients with integrity and Professionalism

#### SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

##### Recruitment:

Receive and review all approved incoming RRFs and JDs to ensure they are well coded with project and activity code, has correct titles, hire period and salaries before position is advertised. Liaise with requesting manager for any discrepancy in the RRF and provide timely feedback;

- Take lead in local position recruitments in Melut including but not limited to Advertising, shortlisting, interviewing and conduct induction of new employee.
- Coordinate the schedule for interviews with requesting department and administer testing as



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