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Approved by
Inspector

Vacancy notice

Advert opens 9 September 2021



Introduction

Cordaid is a Dutch, international non governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Driver as detailed below.**

Position: Driver

Based Location: Juba

Number of positions: One

Report to lines

The Driver reports to the Logistics Manager

Purpose of the Job

The driver gives driving service to Cordaid South Sudan staff, visitors and goods as per requests in a timely and safe manner. This will be both within Juba (Duty Station), as well as other fields. S/He will also strengthen the logistical capacity of the cordaid activities in the Juba office.



KEY RESPONSIBILITY



Logistics Support

1. Drive Cordaid staff, partner and visitor to meetings, field missions and accommodation.
2. Obtains security clearance for field missions where necessary.
3. Performs airport pick-up and drop duties.

Vehicle Maintenance and management

1. Ensure that the assigned vehicle is equipped and in compliant with the Cordaid Vehicle Policy requirements.
2. Ensure that the vehicle inspection has been conducted and the vehicle is fit to be driven
3. Performs minor repairs, arranges for regular maintenance and ensures that the vehicle is kept clean and in good condition at all times.
4. Ensure safety and custody of the vehicle, including tools. Ensure availability of all the required documents/supplies including vehicle insurance, valid logbook, map of the city/country, first aid kit, standard tool kit and warning triangle in the assigned vehicle.
5. Ensure to take the necessary steps required and follow the standard rules and regulations in the event of an accident involving Cordaid Vehicle. Submit incident report and the photos.

Administrative Support

1. Maintains an accurate vehicle logbook, recording vehicle official trips, records daily mileage, records the use of fuel, record maintenance and repairs and submits to the logistics officer for filing records on fuel consumption and maintenance.
2. Provide assistant to the office administration in the time working at the office, including but not limited to:
 - a. Support immigration and customs formalities as per requirements
 - b. Photocopying, filing, handling mail, delivering goods and correspondences, carrying parcels, packages, and delivery and collection of official documents as per required
 - c. Maintaining office storage facility/garage (ensuring it is clean, secure, dry and orderly tidy)
3. Participate in refueling vehicles and generators and update the fuel stock cards.
4. If required operate the CO generator.
5. Update the logistics Officer of any happenings and unstable situations in regards to the security of the car and the passengers.
6. When necessary, translates local language to english for the official personnel when required when communication barriers arise.
7. Perform other duties as required by the Logistics Officer.

Qualifications, skills and competencies

1. Minimum qualification requirement – Secondary education
2. Basic knowledge and experience mechanic and maintenance of the vehicles.
3. At least 4-5 years of working as a driver within a humanitarian organization.
4. Good knowledge of the road structure, conditions within Juba and other field sites where cordaid operates.
5. In Possession of valid South Sudanese drivers licence.
6. Knowledge of driving rules and regulations, chauffeur protocol and courtesies.
7. Skills in minor vehicle repairs
8. Ability to work on pressure and perform multi-tasks.
9. Ability to fluently communicate in English.



10. Arabic and the language of the local area are added advantage.



Further information and how to apply

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number position in the subject line on the envelopes.
e.g.CSS02/9/21 Driver-Juba

or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few meters after the Strome Foundation to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **29th September 2021**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.

