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Approved by  
Labour Inspector

*[Signature]*  
26/7/2021



Finn Church Aid SSUCO  
P.O. Box 432, Bilpham  
Road, Juba South Sudan

## DRIVER JOB VACANCY ANNOUNCEMENT POSITION IS OPEN TO SOUTH SUDANESE NATIONALS ONLY.

<b>Job Title</b>	<b>Driver</b>
Department	Operations
Duty Station	Juba with minimal field travel
Supervision and Reporting Line	Health and Safety Officer.
Contract start date	As soon as possible
Contract Duration	12 months with 3 months probation period
<b>Job advert closing date</b>	<b>13 August 2021 by 4:00PM</b>

Finn Church Aid (FCA) is Finland's biggest development co-operation organisation and the second biggest organisation in Finland working in humanitarian aid. Finn Church Aid is a member of the ACT Alliance (ACT), an alliance of faith-based development and humanitarian aid organisations forming one of the world's largest aid organisations.

### Role Summary:

The driver will safely transport FCA staff, visitors, equipment and other materials as required, and to ensure the vehicle is kept clean, well maintained and fit for travel and support logistics and procurement in obtaining logistics clearances from the relevant entities. The post-holder will also support with general administration functions with relevant national and state authorities within Juba. The duty station is Juba with some travel to the field offices based on need. The applicant must be fit, skilled, prove self-readiness, and willing to travel to other parts of South Sudan as and when required.

### Key tasks and responsibilities:

- Drive FCA staff members safely to various destinations as required
- Ensure that the vehicle is ready for use i.e. fueled, clean and regularly inspected and checked
- Ensure safety measures i.e. that self and rest of passengers use available safety belts at all times
- Drive in a manner that respects other road users and ensures maximum life span of the vehicle through careful and cautious driving at all times.
- Drive safely and observe traffic rules at all times
- Record details of each journey, any refueling and repairs or maintenance in the vehicle log book on a daily basis, in addition to maintenance of a standard vehicle file in conformity with FCA fleet guidelines and SOPs
- Ensure the vehicle and its contents are kept secure i.e. locked doors, closed windows at all times
- Ensure the necessary documentation, tool kits in addition to emergency and repair equipment is carried in the vehicle at all times and that they are well secured from unauthorized picking.
- Ensure that the assigned vehicle is kept in good mechanical condition following standard SOP for fleets
- Assist the procurement and logistics department in loading and offloading of cargo when required.
- Only drive the authorized vehicle according to the weekly/daily movement plans
- Discuss necessary refueling, maintenance and servicing activities with the Health and Safety Officer or designate, in good time for better planning.
- Assist the logistics and procurement department in processing of cargo movement/shipment documents from the relevant government offices.



- Closely work with HR and Admin Officer to support with processing of legal documents for the organization i.e. registration, visas, alien registration and work permits for expat staff as well as visitors to FCA Country Office.
- Perform any other role within the organization as maybe assigned or required from time to time.

**Essential Qualifications/Experience / Skills Required:**

- Must possess a valid driving licence with at least 2 years driving experience with reputable organizations within Juba.
- Secondary school certificate and a driving school certificate. A first level degree qualification together with demonstrable experience will be an added advantage.
- Good command of English and Juba Arabic.
- Good knowledge of the routes in and around Juba and to other field locations
- Knowledge of processing legal documents for the organization and or expat staff
- Honest, helpful, reliable and punctual
- Able to use communications equipment such as HF radio
- Safe driving record



**Other Skills/ Added Advantage**

Applicants with the following skills although not mandatory will have an added advantage,

- Basic mechanical skills
- Defensive driving skills and training (certified)
- First Aid training

A one year fixed term contract, with a three-month probation period, will be offered to the successful candidate. The contract is subject to renewal based on satisfactory performance and availability of funding. The compensation will be based on FCA SSUCO pay system.

**HOW TO APPLY**

1	Submit updated curriculum vitae (CV) and a motivation letter in English. Please also include the names and email addresses of at least three (3) references and copies of national ID card and academic certificates in a sealed envelope clearly marked:  <b>APPLICATION FOR THE POST OF DRIVER HUMAN RESOURCE DEPARTMENT, FINN CHURCH AID, SOUTH SUDAN.</b>
2	Alternatively, you can also send your application i.e. CV, motivation letter, copy of national ID card and copies of your certificates by email to: <a href="mailto:Admin.Ssuco@kua.fi">Admin.Ssuco@kua.fi</a> with the subject line "APPLICATION FOR THE POST OF DRIVER". Please note that FCA will not be liable for any application emails not received within the stated deadline of <b>August 13, 2021</b> .

**Important Note:**

1. Please do not attach original documents to your application; FCA will not be liable to any lost documents. Application documents will not be returned to applicants in accordance



with FCA policies. Also avoid making color copies of the documents, black and white is sufficient. To avoid duplicate applications, please use only one channel for application as indicated in the box above "How to Apply".

2. Due to often-large number/volume of applications, FCA may not be able to give feedback to every applicant. As such, only shortlisted candidates will be contacted. Therefore, should you not hear from FCA within 30 days after the closing date for this advert, consider your application unsuccessful.

### **FCA OFFICE LOCATION**

Finn Church Aid Office Is Located At Juba Na Bari Bilpham Road, Behind Midan Rembo, after the Liaison Court Apartment Building/next to DanChurchAid (DCA).

*FCA has zero tolerance concerning aid diversion and illegal actions and may screen applicants, contractors, suppliers, consultants, etc.) against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements.*

