

AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan

60-H-3
Approved by
S/Inspector
MOL
3/8/2022



JOB VACANCY

AUTO MECHANICS (4)

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 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 candidates to fill the vacant positions of **Auto Mechanics** to be based in **Maban**.

Reports to: Senior Workshop Foreman

Liaises with: Workshop , Logistics officer, Admin officer .

Duty Station: Maban, South Sudan

Job summary and Purpose

Reporting to the Senior Workshop Foreman, 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 Maban 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.

Duties & 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 Isuzu Buses, 4x4 vehicles, tractors, Iveco Trucks/Bowser, Generators, CAT equipments, Motor cycles and various makes, types and models.
- 1.2 Maintains vehicle functional condition by listening to Drivers complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.



- 1.3 Ensure Implement and monitor successfully the workshop repair/ maintenance activities and quality of the work performed by the Workshop Staffs. To update vehicles/generators and other assets repair schedule.
- 1.4 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.
- 1.5 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.
- 1.6 In the absence of the Supervisor/Foreman, will administers day to day vehicle repairs and other workshop related activities
- 1.7 Responsible for the preventive maintenance of the project's vehicle including tools inventory. Assist in identifying needed tools or equipment for future needs.
- 1.8 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.
- 1.9 Develop preventive maintenance schedule of equipments, vehicles, generators and motor cycles and updated records.
- 1.10 Will carry out fabrication/welding repairs of generators frame/cage, water tanks, diesel tanks, pipes fittings, welding and repairs on vehicles.
- 1.11 Enforcing any new rules/regulations should be upon management consent and through proper channel.
- 1.12 Will perform and carry out other duties/ jobs that may be assigned from time to time as normal routine duties.

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 equipments.
- 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 appearance by cleaning and washing after repair.
- 2.11 Protect exposed sensitive sensors during engine/operating unit/components while cleaning.
- 2.12 Make use of personal Protective equipments {PPE} to minimize workshop personal injuries.

III: AUTHORITY

- **Spending Authority:** None.
- **Supervision:** None
- **Decision Making:** Decisions limited within prescribed standards.



IV: WORKING CONDITIONS:

The position is based at **Maban** field Office. This will entail traveling and living under difficult environmental conditions. With strict adherence to safety and security instructions all the time.



V: QUALIFICATIONS:

Education: Diploma in Mechanical Engineering (Automotive/Plant) or Technician/Craft Final certificates and must have a Valid driving license.

Experience: Demonstrate experience of at least 3-5 years in repairs and maintenance of vehicles and equipments especially 4WD, Generators and equipments in the automotive field. Good troubleshooting and problem-solving skills. Demonstrated Multi -skilling in Mechanics, Auto Electrics/electronics, welding and fabrication works a great Advantage. Working knowledge of vehicle diagnostic systems and methods

Certificate: Computer literate with good knowledge of MS office.

English -read / written / spoken

Competencies/Skills:

- Flexible
- Respectful
- Excellent diagnostic and good trouble shooting skills
- Problem solving
- Reliable
- Team player
- Safety skills
- Reporting writing skills
- Coaching skills

Application Instructions

AAH-I is an equal-opportunity employer.

Interested candidates should address their application letters to the HR Manager AAHI South Sudan and position clearly indicated on the envelope OR email application letter and CV (with 3 referees) addressed to recruitss@actionafricahelp.org.

Hard copies applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Logistics Base, Yambio and AAHI/UNHCR Logistics Base Juba**

Deadline: All applications must be submitted latest by **22nd Aug 2022 COB (4.00PM)**.

Due to the high number of applications we receive, we will only get back to shortlisted candidates.

