

THE
CARTER CENTER



**Job Advertisement
Driver_Juba (1 Position)**



The Carter Center (TCC) provides Technical support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control programs. The Carter Center is currently seeking dynamic, qualified candidates to fill the Position of a **Driver (1 Post)**, to be based in Juba, Jubek State South Sudan.

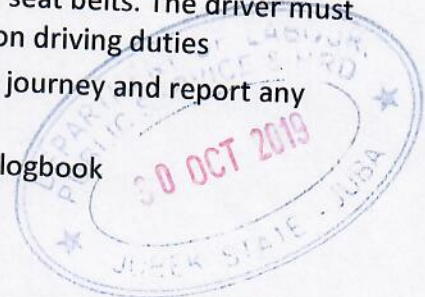
Title: Driver (1 position)
Duty Station: Juba, Jubek State, South Sudan
Duration: Current- August 31st, 2020
Closing Date: November 18th, 2019

Reporting to: Assistant Fleet Manager

Job Purpose: The Drivers provide Logistical support to the OIC and other Program teams under South Sudan Community Guinea Worm Eradication Programme (GWEP). The position is predominantly based in Juba, Jubek State and the primary responsibilities of the position are to;

Key Responsibilities:

- Follow The Carter Center Standard Operating Procedures, Code of Conduct, and Transport Policy at all times
- Allow Vehicle movements only with the authorization of the Officer-in-Charge
- Allow the vehicle to only carry authorized passengers.
- Ensure vehicles are refueled appropriately, in the end of every month inform the day to day supervisor, who is the Officer in Charge (OIC) and, if necessary, the Assistant Fleet Manager, when assigned vehicle is due for preventative maintenance and accurately complete the daily checklist every day.
- Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes and report all mechanical faults on assigned vehicle immediately to the OIC.
- Able to use HF radio for official use only and do not allow unauthorized persons to use the radio and regularly contact Juba radio room regarding all vehicle movements.
- Reports any accident or driving incident, even minor, to the Hub OIC as quickly as possible and completes necessary reports
- Obey all road traffic regulations, including the wearing of seat belts. The driver must ensure that he is in possession of a driving license when on driving duties
- Conduct daily inspections of the vehicle at the end of the journey and report any problems or damage to the OIC.
- Maintain accurate records of daily movements in vehicle logbook
- Any other duty as may be assigned by the supervisor





Person Specifications:

- South Sudanese Nationals only
- Completed Vocational training in Motor Vehicle, Possess Clean and Valid Driving License approved by the Republic of South Sudan or GoSS
- Resident of Wau State with geographical knowledge of the field location would be of an added advantage
- Minimum 3 years work experience over all
- Fluency in English and local Arabic

Application deadline: November 18, 2019.

Only shortlisted candidates will be contacted. **Women candidates** are highly encouraged to apply. No original documents are required at this stage.

For Interested candidates, please submit your application comprising of: (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position to:

HR Department applications should be submitted by:

1. Email: recruitment-ssd@cartercenter.org (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba or any of the field hubs located in: Wau, Rumbek, Kapoeta or Nanyangachor.

