



VACANCY ANNOUNCEMENT – DRIVERS X5 (3 in NBeG and 2 in WBeG)

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for suitable candidates to fill the five (5) positions of **Driver** to be based in **NBeG and Raja, WBeG**.

Job Purpose:

Responsible for providing logistics support in moving cargo as well as Concern staff and visitors whenever required in carrying out their official duties. The driver is responsible for maintenance of the vehicle making sure it is in good condition at all times. The driver will also provide logistical support whenever called upon at whatever time of the day is necessary.

Roles and Responsibilities

Driving:

- Ensure movements are carried out in line with Concern driving time
- Complete Digital Log sheet – DDG for each trips and responsible for safeguard of the device
- Ensuring Concern cars are in a non-mechanical faulty condition and that the cars are in a more reliable and secure way at all times.
- Only carrying authorized personnel, delivery and collection of mail, and goods in accordance to planning or directives of the supervisor and ensuring that the passengers adhere to the traffic rules and regulations e.g. wearing seat belts
- Respect Concern and local road speed limits. Maximum speeds: 80km/h, which will be adapted in accordance to the conditions of the road, traffic, location (town, village etc.) and weather
- Responsible for the vehicle assigned and the security of the people and merchandise/goods in vehicle
- Ensure no phone use, smoking while driving and respecting safety distances between vehicles at all times
- At the end of the working day, ensure that the vehicle has been locked (doors, boot, windows), and always parked in a safe location and depart manner (facing the gate) where possible.
- Leave the vehicle keys with in charge person at the end of the working day

Transport of Merchandise and People:

- Drive Concern employees and/or equipment to their destinations as requested in a safe, courteous, and law-abiding manner
- Assist passengers with loading/offloading of goods into/out of vehicles
- Ensure the proper loading and unloading of the vehicle, regarding the maximum load, good distribution and securing of the load and assisting Concern passengers with loading/unloading of goods into/out of vehicles.
- Fill in a waybill and sign it. On signing, the driver is 100% responsible for the goods that are being transported and must therefore count the packages and ensure that the number corresponds with the number stipulated on the waybill
- Ensure that the people who are travelling in the vehicle have their papers in order. When transporting non- Concern people, but authorized by superiors, ensure that they sign the document of "release of responsibility (waiver)"
- Ensure that the vehicle's documents (insurance etc.) are up to date and are in the vehicle. Always have driving license and ID with them.

Vehicle maintenance/service:

- Keep the vehicle clean: Ensure the vehicle is washed at least once a week with water and a non-corrosive detergent.

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- Ensure all the morning and weekly vehicle checks are conducted and all forms filled and filed as per Concern procedures.
- Ensure proper vehicle servicing mileage tracking and be present when the work/repairs are underway, and take note of what is being done.
- Ensure fueling, kilometers covered, services etc. Information are recorded in the vehicle log book/board book, as the document.
- Monitor the maintenance and repair status of the vehicle.
- Ensure the vehicle fuel tank is re-fueled when it reaches the half empty point. In any case, fill the vehicle up every Friday.
- Ensure that the board/log book, the tools, the spare parts, a complete emergency kit and the spare wheel are inside the vehicle before every movement.

Communication/Reports:

- Immediately inform the Logistics Officer if in doubt of the mechanical state of the vehicle.
- Inform Logistics Officer immediately if any service or maintenance is required on the vehicle
- Report any accidents immediately to the office and nearest police station.
- Report on a monthly basis the mileage, fuel consumption and maintenance carried out on the vehicle to the Transport and procurement officer.
- Know the communication procedures and the functions of the radio and stand in as the mobile radio operator for the vehicle.
- Ensure that communication equipment is/are working before departure
- Contribute to ongoing security management and planning as necessary

Responding to Emergencies

- Participate and contribute as necessary towards Concern's Emergency response
- Comply with Concern's health, safety and security guidelines during emergencies

Accountability

- In line with Concern's commitments under the Core Humanitarian Standard (CHS):
 - ✓ actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E)
 - ✓ work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed
 - ✓ work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities

Person's specifications

- Over two (2) years' driving experience, preferably for an NGO
- Good knowledge in basic mechanics
- Completed primary/basic education
- Intermediate knowledge of radio communication and radio etiquette
- Intermediate knowledge of vehicle maintenance and repair
- Must have a good communication skills including local language, English and Arabic
- Ability to demonstrate road safety awareness and excellent defensive driving skills
- Knowledge of NBeG, the road network, distances, travel times, road conditions, security etc.
- Excellent physical ability

CRM Accountability

In line with Concern's commitments under the Core Humanitarian Standard (CHS):

- Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
- Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;

work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behavior is disseminated among programme participants and communities particularly for EWEA beneficiaries.



Emergency Response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Safeguarding at Concern: Code of Conduct and its Associated Policies

*Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy, anti-fraud policy, conflict of interest and whistle blowing policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking.***

HOW TO APPLY:

1. Interested South Sudanese applicants who meet the above requirements are requested to submit their cover letter, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of educational certificates in a sealed envelope addressed to:
 - HR Department at Nyamlel field office(applicants in Aweil)
 - HR Department Juba office, located at Goshen House, Gate 2, second floor, (applicants in Juba)
 - HARD Office located at Sika Hadit, Wau town (applicants in Wau)
 - Raja County Education Office through HARD (applicants in Raja)
 - Or send via email to vacancies.juba@concern.net (advert is open from Friday 23rd August 2024 to Wednesday 11th September 2024)
2. The position is a local recruitment and strictly open to South Sudanese nationals from Western Bhar el Ghazal State (WBeG) only
3. Only shortlisted candidates will be contacted and applications submitted will not be returned
4. Do complete the summary profile and criminal background check forms when submitting your application

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.

