



**World Vision**

***Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so  
Building Brighter Futures for Vulnerable Children***

## **JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN**

### **RE-ADVERTISEMENT**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals **(Man or Woman)** who are willing to share in our vision and promise to Children, to join us in the following role(s):

**Job title:** Mechanic & Parts Technician  
**Reporting to:** Administration & Fleet  
**Locations:** Kuajok – Bahr El Ghazal  
**Availability:** As soon as possible

#### **Purpose of the position:**

Reporting to the Zonal Administration officer, the main purpose of this position is to receive, unpack and sort incoming parts and supplies. Conduct mechanical assessment of fleet, manage and dispense parts inventories, which may include automotive, heavy duty, farm implement, generators, vehicle, motorcycles and quad bikes etc. The mechanic & Parts Technicians will be responsible for stock handling, identifying and cataloguing parts, and assemblies, as well as receiving from suppliers, inspecting, sorting and preparing GRNs. He/she will repair and maintain the fleet in the absence of AAHL contracted mechanics.

#### **Major Roles and Responsibilities:**

##### **Fleet maintenance, repair and driver management**

- Conduct assessment and inspection on the vehicle/motorbike breakdown and repair the vehicle/motorbike damages immediately
- Ensure all Drivers have the capacity to service the vehicle/motorbike and use logbook appropriately as well as ensuring that all the vehicle are maintained in good condition
- Build the capacity of Drivers on basic vehicle maintenance skills such as routinely services of vehicle –replacing fluid, lubricating parts, inspecting vehicle and cleaning, which the proper functionality and longevity of vehicle usage
- Maintain a transportation logbooks and vehicle services schedule plans, highlight the purpose of each journey and noting the date and time as well as any problems that may probably occur;
- Support the administration and fleet department on drivers' management and communication on the needs of fleet services

##### **Parts/Store management**

- Pick parts from shelves, provide parts to workshop personnel and update appropriate inventory transactions/Bin cards and soft copy inventory system







- This will include issuing and returning of inventory; adjustments to inventory, and returning rebuilt/serviced components to inventory that have come from the suppliers
- Determine appropriate levels of parts inventory by analyzing previous use, anticipating future needs, considering the importance of delivery time, the cost of each part, and then maintain those inventory levels accordingly through generation of stock orders.
- Complete cycle counts for every part in inventory a minimum of quarterly per year. This will include physical counts (initial and re-counts), data entry of counts, and running the variance reports.
- Supervise off-load and receive parts and materials from suppliers using copy of PO/delivery notes and check the deliveries for damage, quality, and quantity. Store parts according to a prearranged system or distribute parts to the appropriate users {Field Offices}. Complete all associated transactions related to the purchase of deliveries received {GRN, Waybills and Parking list}
- Responsible for the completion of the workshop document and other related matters according policy and procedures. Ensure and maintain proper inventory system and all parts issued/received are reflected immediately on to the stock card on a daily basis. Records all shipments of spare parts in-coming and checks with the packing list and provides information of any over, lost and damaged item.
- Prepares all spare parts requisitions/receiving forms/way bills/issue vouchers and job cards duly filled before the parts are issued or distributed. Arrange and keep all parts/tools in a systematic manner so that easy accessibility is maintained
- Provide technical information on parts and materials to the workshop personnel and Reject substandard spare parts and materials to the appropriate suppliers, ensuring that all corresponding is channeled through workshop manager and the administration manager.
- Warehousing duties, which will include: The handling and storing of parts, setup of new parts as required, and labeling and/or reorganizing storage areas? Parts without box should be wrapped and arranged on the shelves to avoid loose parts scattered on the floor.
- Responsible to maintain a safe and clean work area and perform other duties/task that may be assigned from time to time as normal routine duties

#### **Fuel management**

- In charge of scheduling fueling receipts and deliveries, inspections and management of the fuel facilities.

#### **Qualifications: Education/Knowledge/Technical Skills and Experience**

- Diploma/Degree in Auto/Mechanical Engineering or Technician final proficient certificate
- Demonstrate relevant experience of at least 3 years in a busy motor vehicle workshop or warehouse facility.
- Working knowledge of logistics and supplies management is an added advantage.
- Certificate in store/supply management and computer literate with good knowledge of MS office (EXCEL, WORD, ACCESS and fleet software.

#### **Knowledge and experience from among the following skill sets is desirable:**

- Knowledge of automotive/plant principles and the operating and repair characteristics of a large variety of vehicles.
- Able to understand the uses of various parts and to suggest alternative or interchangeable parts to mechanics in the event part numbers are superseded.
- Ability to handle inventory and Microsoft Office programs such as Word and Excel, plus all support and office equipment.
- Knowledge of special tools and equipment that other trades people may require.
- Ability to maintain accurate inventory and other records related to the spare parts operation.
- Ability to communicate in English courteously and concisely, both verbally and in writing, with technicians, parts suppliers.
- Ability to work under pressure in unstable security and remote environment is an asset;
- Demonstrates Christ-centered life and work





- Understands and is committed to WV's vision, mission and core value.
- South Sudanese Nationals only

### **HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

**Qualified female candidates are STRONGLY encouraged to apply**

**Indicate the position you're applying for in the subject line.**

Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org) or Hand deliver to any of World Vision offices.

**Closing date for receiving applications is 2<sup>nd</sup> April 2021 at 5:00pm**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.



22/3/2021

Being Approved by Labour  
Office Warrap State-Kuajok.

