Friedrich-Ebert-Stiftung
30 OCT 2026
South Sudan Office

RAISING CIVIL VOICES

VACANCY ANNOUNCEMENT: DRIVER AND OFFICE ASSISTANT

About the Project: Raising Civil VOICES – Phase II

Raising Civil VOICES – Acting Together for Inclusive Democracy, Peace, and Justice in South Sudan is the second phase of a European Union-funded initiative coordinated by **Friedrich-Ebert-Stiftung (FES) South Sudan** in partnership with the Community Empowerment for Progress Organization (CEPO) and the Centre for Inclusive Governance, Peace and Justice (CIGPJ).
The project promotes inclusive democratic governance and civic participation by strengthening civic space and supporting meaningful engagement of civil society. It works with civil society organisations and other stakeholders across South Sudan through civic education, advocacy, policy dialogue, training and capacity-strengthening initiatives, with a particular focus on women and youth.

About FES

Friedrich-Ebert-Stiftung (FES) is a non-profit German foundation funded by the Parliament of the Federal Republic of Germany and headquartered in Bonn and Berlin. FES promotes **democracy, social justice, human rights and gender justice** through its global network and partnerships. FES has worked in Africa for over 50 years and has been permanently present in **South Sudan since 2008**. Its work focuses on inclusive political and social dialogue, participatory democracy, gender justice and sustainable peace.

FES South Sudan is currently looking to fill the following position:
Job: Driver and Office Assistant – 100%
Duty Station: Juba, South Sudan
Type of contract: One-year fixed term with possible extension based on performance
Hours of Work: Full time; 40 hours/week
Start: 1 February 2027

MINISTRY OF LABOR
02 NOV 2026
REPUBLIC OF SOUTH SUDAN

MINISTRY OF LABOR
06 NOV 2026
02.11.2026
PUBLIC OF SOUTH SUDAN

Duties and Responsibilities

Driving and Vehicle Management

- Safely and reliably transport FES staff, consortium partners under the EU-funded "Raising Civil VOICES" project, guests and other authorised passengers for official activities.
- Operate the project vehicle in accordance with FES policies, security procedures and South Sudanese traffic regulations.
- Conduct routine vehicle checks and promptly report maintenance, repair or safety requirements.
- Maintain accurate vehicle logbooks, mileage and fuel records.
- Ensure the vehicle is clean, secure, properly maintained and ready for use.

Friedrich-Ebert-Stiftung
30 OCT 2026
South Sudan Office

RAISING CIVIL VOICES

- Coordinate servicing, repairs and inspections with the responsible FES staff member.
- Report accidents, damage or other incidents immediately and follow FES procedures.

Office and Programme Support

- Provide logistical support for FES office operations and "Raising Civil VOICES" activities.
- Support workshops, meetings, trainings and other programme events, including transportation and handling of materials and equipment.
- Assist with venue preparation, collection and delivery of supplies, documents and equipment.
- Undertake authorised purchases, collections and other official errands.
- Assist with basic office and administrative tasks when required.
- Maintain confidentiality when handling official documents and information.
- Perform other reasonable duties assigned by the Country Director or designated FES staff.

Qualifications and Experience

- Secondary school certificate required; additional training in driving, mechanics, logistics or administration is an advantage.
- Valid South Sudanese driving licence and a clean driving record.
- Minimum three years of professional driving experience, preferably with an NGO, international organisation, diplomatic mission or similar institution.
- Good knowledge of Juba and surrounding areas, including local roads and traffic conditions.
- Previous experience in logistics, office administration or programme support is an advantage.
- Basic computer skills, including email and Microsoft Office.
- Good spoken and written English. Juba Arabic and other local languages are an advantage.
- South Sudanese national.

Core Competencies

- High level of reliability, punctuality and integrity.
- Strong focus on safety and responsible vehicle use.
- Good organisational and communication skills.
- Ability to work under pressure and manage multiple tasks.
- Flexible, proactive and service-oriented.
- Professional and respectful conduct towards colleagues, partners and visitors.

MINISTRY OF LABOR
02 NOV 2026
REPUBLIC OF SOUTH SUDAN
MINISTRY OF LABOR
05 NOV 2026
02.11.2026
REPUBLIC OF SOUTH SUDAN

How to Apply

Applications should consist of a typed motivation letter, a comprehensive CV and at least two references. FES is an equal opportunity employer - all applications will be considered on merit alone. FES South Sudan welcomes applications until Wednesday 25 November 2026 by sending above mentioned and supporting documents to recruitment.southsudan@fes.de . Only shortlisted candidates will be contacted.