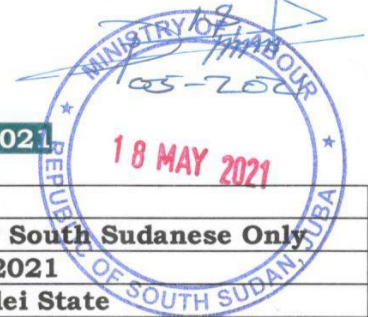




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JOB Advert with ZOA: Vacancy No. WAA-ZOA-03-2021

Job Opening	Driver
Position	Opened for South Sudanese Only
Desired Start Date	15th June 2021
Duty Station	Bor – Jonglei State
Application Closing Date	7th June 2021
Duration of Contract	12 Months with possibility of Extension

Context:

ZOA is a global non-governmental Christian humanitarian and development organization with a special focus in supporting refugees, internally displaced people, returnees and others who suffer because of armed conflict or natural disaster by giving them the platform to move from Relief to Recovery. Founded in 1973, ZOA currently operates in over 14 countries

ZOA has been operational in South Sudan since 1998 and is active in the sectors of FSL, Wash, Community Development, Capacity building, Education, Trauma Counselling & Psychosocial Support, Advocacy, and Peace Building projects with a mix of early-recovery programming where possible and humanitarian programming where necessary.

Job Context

Job holders report to the Administration Officer, Logistics Officer or the designate, and drive light vehicles, vans, motorcycles or any other type of land transport. The job may involve basic administrative assistance in the office or stores.

Main purpose

To provide efficient and safe transportation of authorized personnel and/or commodities.

Key accountabilities (not all-inclusive)

- Provide transportation of authorized personnel including translation of basic conversations from/to the local language, and/or delivery of various items/commodities following authorized routing and UN safety and security rules and regulations to ensure safe and efficient services.
- Meet official personnel and visitors at the airport or other entry points and provide basic assistance with visa and customs formalities to facilitate smooth and safe entry and arrival to the authorized destinations.
- Responsible for accurate maintenance of the vehicle log books, and daily reporting to the supervisor on mechanical status, to ensure efficient vehicle use and fuel consumption supporting accurate accounting and cost-efficiency.
- Responsible that the assigned vehicle is kept clean and in a good condition including all equipment, the maintenance is done on time, vehicle is fully





equipped with required travel authorizations and supplies, and any mechanical issues are reported to the supervisor to ensure safe and efficient services.

- Follow established rules and regulations for field deliveries and/or in cases of an accident, and report immediately to the supervisor on any apparent problems, to seek for instructions and facilitate informative decisions on the way forward.
- Outside driving duties, perform basic office related tasks such as filing, photocopying and maintaining stores when required including delivery/collection of various items, mailing service and payment of office telephone and other bills to ensure administrative support to clients
- Drive ZOA staff members to and from their required destinations and waiting for them if required.
- Drive safely within legal speed limits and regulations, at all times ensuring the safety and security of their passengers as a first priority.
- Take care of the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tyres, tools etc.
- Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept in good Mechanical condition and clean both internal and external.
- Ensure that the steps required by ZOA, We Are Able and Government of the Republic of South Sudan rules and regulations are taken in case of involvement in an accident
- Ensure that you have an up-to-date driving license at all times and that your vehicle has proper tax and insurance papers.
- Ensure that all cargo is properly secured to avoid damage to the vehicle, passengers and cargo, paying particular attention not to overload the roof rack.
- Ensure that fuel levels are kept high at all times and that at the end of the shift the vehicle has no less than half a tank of fuel.
- MUST have the expertise of defensive driving and be alert at all times while driving.
- Update vehicle log book for trips and accurately recording the mileages.
- Liaise with Logistics and advise the office on the purchase of relevant spare parts
- Perform any other duties assigned to him/her by either the Logistics Officer, Adm. Officer and the Consortium Coordinator.

Safety.





- Remain with the vehicle at all times for the security of the vehicle and to answer VHF & HF radios.
- When there is more than one vehicle travelling together in convoy, ensure that you don't lose sight of the second vehicle to enable you to stop if you notice a problem with the other vehicle.
- Always travel at a safe distance from the vehicle in front of you
- Ensure vehicle is parked always exit facing.
- Ensure that there is a first Aid kit and fire extinguisher in the vehicle at all times, and report all incidences in the log book.
- Ensure that all none We Are Able Consortium staff sign the disclaimer form duly authorized before travelling in the vehicle.

Any other duty assigned by the supervisor or reasonable request from the residents of the compound.

Standard minimum qualifications:

Education: Completion of secondary school education. Formal drivers training with a valid driver's license/certification to operate assigned vehicle following local rules and regulations.

Experience: Two or more years of work experience as a Driver, preferably in an international organization, embassy or UN system with a demonstrated safe driving record. Experience in driving a variety of makes and models of vehicles, including vans, trucks and other kinds of motorized vehicles. Experience in defensive driving is desirable.

Knowledge & Skills:

- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, local roads/waterways and conditions, and security issues.
- Knowledge of the vehicle loading capacity and other parameters.
- Knowledge of driving/boat operating rules and regulations whichever applicable.
- Knowledge of safety standards and safety equipment (e.g. fire extinguishers, buoyant wearable safety devices, etc.).
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Basic skills to assist in case of emergency, knowledge of first aid basic methods.
- Knowledge and ability to use radio, email, telephone and other applications.
- Ability to assess vehicles for mechanical fitness and skills in minor vehicle repairs.
- Ability to demonstrate a client-oriented approach, high sense of responsibility, courtesy and tact.

Language: Fluency (level C) in the English language in use at the duty station and in the duty station's language, if different, Dinka and Arabic.





Competencies – behavior:

- High level of networking capacities, with interpersonal, organizational and intercultural sensitivity
- Able to plan and coordinate and work in an organized manner
- Able to bridge differences and bring people together
- Uncompromising in foresight, identification and addressing of security concerns
- An understanding of gender and diversity considerations within key areas of responsibility and commitment to addressing inequalities in the workplace and the programme Ability to work independently under pressure, ability to prioritize and commit to meet deadlines.
- Clear knowledge of recruitment processes in South Sudan and the South Sudan Labour Law
- Excellent knowledge in procurement processes while adhering to due diligence
- Tact in protecting vulnerable communities against all aspects of SEXUAL HARRASSMENT, ABUSE, AND EXPLOITATION, and a duty to report all such abuses.

Information on application:

Qualified and interested South Sudanese Nationals should send their application letter & recent CV with names of at least three professional referees not later than 04:00pm on Monday the **7th June 2021** to **recruitment.southsudan@zoa.ngo** or Hand delivered to our **ZOA Juba Office at Nyakuron West, Plot No. 85, Block GII-Juba** OR to our **Bor office at Plot Nos. 18/19, Lambar Area, Bor — Jonglei State.**

Note: we value your application, however, only shortlisted candidates will be contacted.

ZOA IS AN EQUAL OPPORTUNITY EMPLOYER AND EVERY APPLICATION SHALL BE VETTED ON MERIT, AND ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

