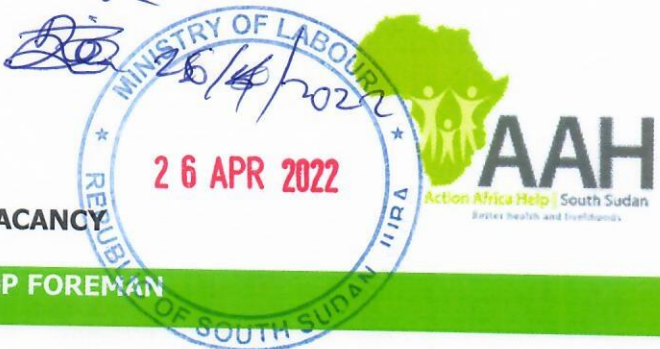


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Approved by
Sinsbacher
Mor

AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan



JOB VACANCY

WORKSHOP FOREMAN

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of **Workshop Foreman** to be based in **Yambio, Western Equatoria State**.

Reports to: Workshop Manager

Liaises with: Warehouse officer, Fuel Controller, Logistics officer, Admin officer and Storekeepers

Duty Station: Yambio, South Sudan

Job summary and Purpose

Reporting to the Workshop Manager, the Workshop Foreman will be responsible for ensuring workshop capacity, proper supervision, staff motivation and technical guidance on fleet maintenance and repairs to the team leaders, mechanics and assistant mechanics. The incumbent will supervise, plan, schedule, perform and direct the day-to-day operations of repairs and corrective/ scheduled maintenance of equipments/vehicles to meet operational needs and other activities performed within their relevant sections. He/She will be responsible for monitoring controlling repairs/maintenance by detailed inspection of the work ensuring cost effectiveness and high standard of service

TASKS AND RESPONSIBILITIES.

Workshop Supervisory & Operations

Organize, allocate, perform and supervise the daily workload at workshop. Ensure technical team effectively carry out planned/scheduled maintenance on all Vehicles/equipments to maintain them in the excellent working condition, reduce maintenance costs, and optimize the life of vehicles, Generators, Motorcycles and equipments for operational reliability. To provide timely reports as required.

- Ensure that all vehicles/equipments meet the standard safety requirements thereby ensuring operational reliability and follow the general safety procedures in order to prevent personal injury or damage to vehicles/equipments during maintenance and other technical activities.



- To organize and assign repair tasks to appropriate personnel and supervise repair and Maintenance section to guarantee a good quality of service and repairs on all vehicles/generators and other equipment belongs to the organization.
- Supervise the daily usage of Spare Part and Request / ensure the proper utilization of spare parts and ensure that parts are fitted accordingly and correctly in timely manner,
- Coordinate the workshop sections work / Report on the work performed by the mechanics (Mechanics Time Sheet). And on completion of work, record the total time taken during repairs and should be reflected to the individual job cards.
- Maintain close liaison and communicate to workshop manager the future need for various spare parts and material required for vehicle/equipment maintenance and technical activities in order to ensure stock levels are up to date.
- Ensure safety of personnel and property is maintained and work-related hazards are minimized. Emphasis on fire control and prevention.
- Be responsible for preparing a weekly report and analysis on fleet maintenance and share with the workshop Manager accordingly.
- Prepare quarterly Maintenance Schedules for all assets services or every three months.
- Organize maintenance operations to minimize down time and meet the urgent operational requirements and customer needs.
- Ensure that all maintenance and repairs of vehicles and equipment are carried out in accordance to the manufacturer's specifications.
- Undertake responsibilities of road testing, equipment testing and certification of repair conclusion of all vehicles and equipment.
- Encourage quick response among all staff to counter vehicle breakdowns.
- That the maintenance services are up to market standards and in compliance with statutory requirements. The service shall not only meet its purpose, but also be performed in an appropriate manner and with good craftsmanship.
- Responsible for staff discipline at all times in the Repair and Maintenance Department. Playing and using derogative or abusive words to insult other staff members are considered prohibited. (always refer to HR policy manual)
- Establish a strong working relation with the Workshop Manager, Reception & Fleet Officer, Store Keeper, and Zonal Project Managers (ZPM) WVI.



Quality Control and Workshop Safety.

- Control used disposal, storage while handling of hazardous materials routinely used in fleet service operations to prevent environmental contamination and damage.
- Observe occupational Safety and Health Administration (OSHA) regulations, and fleet policies and procedures pertaining to the safe performance of fleet service operations.
- Manage workshop arrangements and equipments to minimize on work related accidents and injuries.
- Final Inspection of all repairs undertaken to avoid repeat work.

Staff Training and development

- Ensuring a two-way dialogue, encourage and support innovations.
- To train staff in sharing responsibility through enhanced teamwork.
- Delegate duties to staff, develop growth and monitor performance.



- Identify staff training needs in order to enhance professionalism, increase job productivity and growth of all staff under his/her supervision.
- That sufficient training is provided to or arranged for the employees to cope up work challenges.
- Liaise with the sector head to ensure that recommended training are carried out, subject to availability of funds.

Key functions and accountability of this role include.

- Allocation of jobs appropriate to the service personnel keeping in view the nature of repairs and mechanical abilities.
- Liaising with parts department to ensure timely availability of parts for repair works and reports discrepancies on parts and vehicles/ equipments to enable corrective action if required.
- Ensure that repairs are conducted in accordance with prescribed standards and specifications. Facilitate quick response to customers on site and handle emergency breakdowns when required
- Prepares accident assessment quotes and final costs for all repair works and reports discrepancies on parts and vehicles /equipments to the Workshop Manager.
- Hand over the Job Card with annexed documents (including Job Codes and report of hours) to the Reception & Inspection Officer, for the completion of the quality control and security test.
- Will add up repairs on the job order any defect found on the vehicle that are not included on the original service request for record purposes.
- Evaluate Mechanics work performance (minimum once a year, together with the Workshop Manager and Section Heads). Discipline staff as per organizations policy and procedures.
- Responsible for the security in the Repair and Maintenance Department. Impose safety shoes and working clothes to mechanics and specific protections when required gloves / glasses. Limit unauthorized person or guest access to service section for safety reasons.
- Ensure the availability and proper utilization of tools and equipment to be utilized by the mechanical sections. Conduct tools check after every 2 months to ascertain availability, loss, misuse and the need for replenish.
- Inform the Manager immediately of any fact that can cause adverse serious impact on the Repair and Maintenance work or security of the vehicle users in the workshop premises.
- Evaluate Mechanics work performance (minimum once a year, together with the Warehouse/Workshop Manager and Section Heads). Discipline staff as per organizations policy and procedures.



REPORTING

- Regularly update Workshop Manager on matters pertaining to the workshop, so that s/he can readily give necessary information concerned parties.
- Uphold AAH-I image and integrity by guiding staff in dealing honestly with donor agencies, the government of South Sudan, and partner agencies.
- Ensure all correspondence received are replied to and feedback given to the author with a copy to the Sector head.
- Prepare the weekly and monthly, Situational reports on fleet maintenance and submit to Workshop Manger.
- Prepare timely accident assessment reports upon requisition.
- Update handover forms while receiving new assets from customs.

AUTHORITY:

- **Spending Authority:** This position does not have spending authority



- **Supervision:** Will directly supervise and offer technical guidance to auto mechanics, and auto electrician
- **Decision Making:** Makes normal decisions needed to achieve prescribed results to the job.

QUALIFICATIONS/EXPERIENCE:

- *Education:* A Higher/ Diploma preferably in Automotive/ Mechanical Engineering
- Demonstrated relevant experience of 3 - 5 year's hands-on experience in a busy workshop out of which 3 years must be at the supervisory level, driving license
- *Certificate:* Proficient in Microsoft suite, fleet management systems or software.
- *Competencies:*

- ✓ Planning and Organizing
- ✓ Excellence
- ✓ Effective Communication
- ✓ Initiating Action
- ✓ Managing Performance for success
- ✓ Contributing to Team success
- ✓ Collaboration
- ✓ Managing relationships
- ✓ Customer service orientation
- ✓ Relevant experience in spare parts management.
- ✓ Advanced notions in computer literacy / data processing (Word, Excel, Access, Power point)
- ✓ English: read / write / Spoken



Application Instructions

AAH-I is an equal-opportunity employer.

Interested candidates should address their application letters to the HR Manager AAHI South Sudan and position clearly indicated on the envelope OR email application letter and CV (with 3 referees) addressed to recruitss@actionafricahelp.org.

Hard copies applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Logistics Base, Yambio and AAHI/UNHCR Logistics Base Juba**

Deadline: All applications must be submitted latest by **18th May 2022 COB (4.00PM)**.

Due to the high number of applications we receive, we will only get back to shortlisted candidates.

