

SD.H3  
01/7/2022  
  
 MINISTRY OF LABOUR  
01 JUL 2022  
REPUBLIC OF SOUTH SUDAN

## JOB OPPORTUNITY

Title: GESS Driver, Juba Office  
Duty station: **Juba, South Sudan**, but with occasionally travel to field locations  
Duration: One year contract, renewable, depending on funding and performance  
Application Deadline: **15<sup>th</sup> July 2022**  
Expected start: **1<sup>st</sup> August 20**

### 1.0 Background:

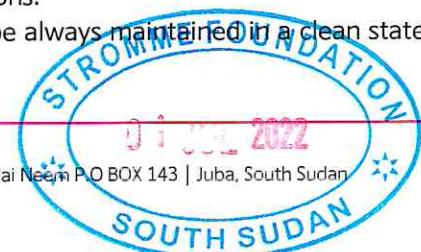
Stromme Foundation (SF) seeks to recruit a **South Sudanese national** for the position of Driver-Mechanic based at Juba office. SF is a Norwegian Non-Governmental Organisation (NGO) which provides humanitarian development assistance to needy communities in the third world countries for greater equality and quality of life with dignity. SF does not directly implement such development activities but collaborates with and enables local/national registered NGOs to carry out such activities. Main areas of intervention are in the fields of Education, livelihoods and civil society strengthening. (More about SF and its work is available on [www.Stromme.org](http://www.Stromme.org) or [www.Strommeea.org](http://www.Strommeea.org) )

### JOB DESCRIPTION

Your title will be Driver. As the Stromme Foundation Driver in Juba, you will be responsible for giving staff lifts, dropping them off at agreed locations and running assigned SF errands in and around Juba, as well as field project areas that are accessible by road. You will ensure that the office vehicle is in good mechanical and functional condition and ensure that the vehicle is always legally registered and insured. You will also carry out the function of an office messenger, bank agent and as well be involved in assisting in the reception and other logistical aspects of the office.

### Main Responsibilities and Duties:

- Undertake all driving duties within and out of South Sudan, when required by work. As the driver, you will be required to drive any of the office vehicles during official assignments within and out of Juba or outside the country when required. Sometimes this may call for work even during the weekends and you may be required to work over-time. By virtue of your skills in auto-mechanics, you will also be required to maintain the office vehicles and motorcycles in good mechanical and functional conditions.
- Ensure that the office vehicles and motorcycles shall be always maintained in a clean state. You will be responsible for: -



- Regularly cleaning the inside and outside of the office vehicle
- Checking oil, water, brake, clutch fluids, tyre pressures, battery water daily, and Overall vehicle condition on monthly basis.
- Record the fuel, oil, and lubricants used monthly,
- Reporting any need for maintenance and undertake minor repairs.
- **Immediately** report any involvement of the office vehicle in accidents, even if **minor** accidents or any damage, loss, or theft of equipment from the vehicle.
- Obtaining legal registration and insurance for all the vehicles and motorcycles.
- Undertaking the functions of an office messenger. You will deliver and collect mails from the post office, other collaborating agencies, and other places as directed by your supervisors.
- Performing the tasks of a bank agent to SF accounts. You will therefore assist in banking and withdrawing cash and cheques
- Picking and dropping off SF staff and visitors from the airport and/or other ports of disembarkation and ensure appropriate assistance of such persons.
- Assisting in reception duties when required. As it may be deemed necessary, you will be required to receive visitors and direct them accordingly.
- Maintaining a functional logbook for the motor vehicles. You will be required to keep an up-to-date motor vehicle logbook showing all the trips, distances covered, at what times and for what purpose.
- Maintaining up-to date motor vehicle file with all the relevant documents such as insurance documents and renewals of road license.
- Operating, maintenance and servicing of the office generator.
- Performing any other official duties delegated to you by your supervisors – Country Team Leader, GESS state team leader, Finance and Administration Officer and Finance Controller as well as the Regional Office.

### **Performance Standards:**

The following will form the basis of your assessment at the end of the year.

- Accident-free driving
- A functional office motor vehicle – clean and mechanically fit.
- Up to date motor vehicle logbooks
- Motor vehicle(s) legally registered and insured.
- Up to date motor vehicle file with all documentation therein
- Timely delivery and receipt of information
- Extent of support in logistical and reception duties
- Daily checking of vehicles and office generator and informing management of anything that needs attention e.g., service, oil, water, battery etc.
- Ability to fit and work within the team
- Personal integrity and adherence to SF values and ethics of work

### **Qualifications and Experience**

The applicant:

- MUST be a South Sudanese national
- Have a minimum of South Sudan School Certificate of education (Or level of equivalent) or senior four certificate



- Must have a valid South Sudan driving permit with a clean record of driving.
- Have at least 3 years working experience with an International NGO, Government, or any other busy entity in a similar position.
- Must be well-organized.
- Must be fluency in English, both written and orally
- Should have skills in spoken Juba Arabic; other local languages will be an added advantage.
- Must be willing to travel for work within South Sudan.
- Must be capable of writing a simple report using Microsoft Office word and Excel; knowledge of and email skills will be an added advantage.

**SF is an equal opportunity employer and encourages especially qualified women to apply.**

**Application Procedure:**

**Only** eligible persons should send an application letter, a detailed Curriculum Vitae and copies of academic credentials and daytime contacts for three referees through email:

**[Alice.Tiyo@stromme.org](mailto:Alice.Tiyo@stromme.org) cc [geriga.yassin@stromme.org](mailto:geriga.yassin@stromme.org)**

All applications should be sent not later than **the deadline shown above**

**Please note:**

1. Only shortlisted candidates will be contacted.
2. This is a national position; no relocation payment is done.

