



NORWEGIAN CHURCH AID actalliance

NCA SOUTH SUDAN PROGRAMME

50-H-3
Approved by
WOL
17/2/2021
Nette

ADVERTISEMENT

Position: Driver/Mechanic
Reporting to: Finance and Administration Officer Kuajok
Duty Station: Wau



Organization Profile

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. NCA provides assistance to the people of South Sudan and has been present in the country continuously since 1972.

The Position

NCA is looking for a suitably qualified and experienced candidate to fill the position of **Driver/Mechanic** based in Wau, Western Bahr El Ghazal State.

Areas of Responsibility

- Ensure safe driving of all NCA staff.
- Inspect the vehicles assigned to him or her on regular basis and report any fault detected to the Supervisor.
- Adhere to NCA security and safety rules and regulations while driving.
- Ensure the vehicle is kept clean and no poisonous substance is kept in the vehicle.
- Adhere to traffic rules and regulations.
- Ensure compliance to Covid-19 protocols set out by the South Sudan government and NCA

Main Tasks

- Facilitate the movement of NCA staff during working hours.
- Pick and drop staff from/to their residence in the morning and evening during the week.
- Inspect the vehicle assigned to him/her every morning and ensure any fault detected is rectified before the vehicle is put back on road.
- Fill the logbooks for vehicle as instructed by the Supervisor and report expiry of the same.
- Clean the vehicle thoroughly on weekly basis both internal and external.



- Obey traffic rules and regulations, and NCA safety regulations while driving.
- Detect any fault with the vehicle, diagnose it and fix the problems
- Carry out vehicle service(s) and repairs both level 1 and level 2 which may include changing of all the vehicle oils and fluids, brake repair, ignition systems , replacement of gaskets, repair and replacement of clutch plates, repair and replacement of tyres, amongst others.
- Report any maintenance issues to the Logistics, without delay.

Educational Qualifications, Experience and Skills

- A minimum of two years of working experience with a non-Governmental Organization
- Recognized and valid South Sudan driving certificate/licence is required.
- Has acquired formal training in motor mechanic
- Fluency in both spoken and written English and basic Arabic is required.
- Ability and flexibility to understand the cultural, political environment and working well with local authorities.
- Willingness to live and, work in remote and isolated areas.

Interested candidates should submit the following documents together with their application:

- A cover letter with full contact details, explaining why they feel they are suitable for the position
- A current CV
- Copies of their academic qualification certificates
- Three references, which should include their current or most recent Supervisor
- Copies of their clean driving permit issued by the Central Government

Applications should be submitted by e-mail to:

vacancies.ncass@nca.no with a copy to Azima.Arkanjelo@nca.no and Taban.Charles@nca.no

Hard copies can also be delivered to: NCA Juba Office in Buluk Area, near UNDP Office.

The closing date for receiving applications is **5th March 2021 at 4:00pm.**

This position is open to South Sudanese citizens only.

NCA is an equal opportunity employer, and qualified female candidates are encouraged to apply.

Only short-listed candidates will be contacted.

